

PLEASE NOTE SPECIAL MEETING TIME

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Anthony E. Ketchum Sr., District 3

Mayor

Terry F. Harris, District 1, Mayor Pro Tem

Daryl J. Lund, District 2

Dr. Isaac S. Pope, District 4

Dennis Dawes, Position at Large

Chad E. Taylor, Position at Large

Bob Spahr, Position at Large

February 13, 2012

5:15 p.m.

WORK SESSION

- | | ADMINISTRATION RECOMMENDATION | PAGE |
|--|-------------------------------|------|
| 1. <u>Discuss Options Regarding Medical Marijuana Collective Gardens and Dispensaries.</u> (City Attorney) | --- | |
| 2. <u>Interview Applicants for Chehalis-Centralia Airport Board Appointments.</u> (Mayor) | --- | |
| 3. <u>Chehalis-Centralia Airport – Fourth Quarter Report.</u> (Airport Manager Allyn Roe, Dr. John McCord) | --- | |

Regular Meeting of February 13, 2012

6:00 p.m.

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

4. Call to Order. (Mayor)

5. Pledge of Allegiance. (Mayor)

CITIZENS BUSINESS

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

PRESENTATIONS

6. Chehalis River Fish Study. (Julie Balmelli-Powe and Fish Biologist Shane Scott)

CONSENT CALENDAR

7. <u>Minutes of the Regular Meeting of January 23, 2012.</u> (City Clerk)	APPROVE	1
8. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	8
9. <u>Accept SE Evergreen Drive Watermain Replacement Project as Complete and Release Retainage in the amount of \$10,031.68.</u> (Public Works Director, Water Superintendent)	ACCEPT PROJECT AS COMPLETE AND RELEASE RETAINAGE	11

ADMINISTRATION AND CITY COUNCIL REPORTS

10. <u>Administration Reports</u>	INFORMATION ONLY	
a. Work Session – Tuesday, February 21, at 5:00 p.m. – to discuss City zoning, permits, and code enforcement. (City Manager)		
11. <u>Council Reports.</u>	INFORMATION ONLY	
a. Councilor reports. (City Council)		
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS

12. <u>Presentation of Draft Parks, Recreation and Open Space Plan.</u> (Community Development Director)	INFORMATION ONLY	14
13. <u>Accept Washington State Transportation Improvement Board Grant and the Chehalis Avenue Beautification Grant.</u> (Public Works Director)	ACCEPT TIB GRANT FOR \$282,741 AND STP TRANSPORTATION ENHANCEMENT PROGRAM GRANT FOR \$90,860 AND AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENTS	16

NEW BUSINESS CONTINUED

14. Ordinance No. 889-B, First and Final Reading – Amending the City Parking Ordinance. (Municipal Court Clerk)

SUSPEND RULES AND PASS ON
FIRST AND FINAL READING

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

SPECIAL WORK SESSION ON TUESDAY, FEBRUARY 21, 2012

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, FEBRUARY 27, 2012

January 23, 2012

The Chehalis city council met in regular session on Monday, January 23, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:17 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; and Peggy Hammer, Human Resources Administrator.

1. **Executive Session.** Mayor Ketchum announced the council would be in executive session pursuant to RCW 42.30.140(4)(a) – collective bargaining for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 5:50 p.m. and announced the council would take a ten minute recess before reopening the regular meeting at 6:00 p.m. Additional staff included: Bill Hillier, City Attorney; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Eva Lindgren, Finance Manager; Bob Nacht, Community Development Director; and Herta Fairbanks, Public Works Director. Members of the media included Bianca Fortis and Kyle Spurr from *The Chronicle* and Michael Preston from KELA.

2. **Public Hearing on Six Month Moratorium on Medical Marijuana Collective Gardens and Dispensaries.** City Attorney Bill Hillier reported, in September 2011, the council approved Ordinance No. 877-B, which created a six month moratorium on the location of collective medicinal cannabis gardens and the sale of cannabis for medicinal reasons within the city. He noted the moratorium was recommended because of all of the confusion between federal and state law, and the law passed last year by the Legislature that provided for the location, but didn't provide any regulations to help municipalities control the location, or how they are governed and taxed. City Attorney Hillier stated it was their hope that the Legislature would give agencies some clear direction during the current session as to their intent, so not only counties, but cities as well could pass an ordinance that would take care of the issues that were presented by the law. He noted the city's moratorium was good for another two months, and it was his goal to come back to the council and present a couple of solutions at a later date. City Attorney Hillier noted the moratorium provided that the council hold a public hearing to give citizens the opportunity to speak on the subject, which might give the administration and the council some direction on where the city wants to go with it.

Mayor Ketchum opened the public hearing at 6:03:30 p.m. There being no public comment, Mayor Ketchum closed the public hearing at 6:04 p.m. and reopened the regular meeting.

3. **Citizen Business – Proposal to Establish a Quiet Zone.** David Plotz (888 NW Ohio, Chehalis) presented the council with a proposal to establish a 'quite zone' in Chehalis. He provided a PowerPoint presentation and other documentation to describe the issue, affected areas, potential benefits, risk and mitigation, other existing or proposed quiet zones throughout the United States, and suggested solutions. Mr. Plotz noted he also did a survey of 43 people from around Chehalis to get a feel for what the general population thought about the noise issue from the trains, and to see if they would support the city investigating a quite zone. He reported 51 percent said the sound of the train horns disturbed them, and 95 percent indicated they would support the city looking into a quiet zone.

Mr. Plotz described a quite zone as an area along the track line where the trains do not sound their horns unless it's an emergency or perceived emergency threat. He noted in order to implement a quite zone communities must improve the safety at the crossings where a quiet zone is in effect, adding he believed this was something they could look into and establish as a community.

Mr. Plotz requested that the council allocate and prioritize staff time to look into the topic and perhaps develop some ways in which they could implement a quiet zone. He noted most of the costs would be borne by the community for the improvement of the area's environment.

Councilor Dawes asked Mr. Plotz if he had a chance to see what other small cities in Washington had done and what it was costing. Mr. Plotz indicated he looked at White Salmon, adding they had one fairly simple crossing near a residential area that had few enough trains per day that they didn't need to spend much money. He noted it was a matter of having the analysis done, and filing for it. Mr. Plotz reported the City of Washougal had four to six crossings, adding he spoke with someone from the city who indicated if we did do it, we would love it. He noted he had not gone down to investigate, but knew they didn't implement the most expensive methods.

January 23, 2012

Councilor Spahr thought it was a good idea. He noted the city had talked to the railroad in the past, adding getting them to cooperate was like working with a third-world country. Councilor Spahr reported there was an accident some years ago where a young lady was paralyzed and one of the first things they attacked were the railroads and the sounding of the horn. He suggested if they do an analysis they would need to take into consideration the liability and risk.

Mr. Plotz stated liability was a critical key and they would need to work out all of the details behind that. He noted the standard of care by the federal government helps, but we would need to do our due diligence.

Councilor Spahr noted there were a couple of railroads that use the rail-line through town and wondered if the city would have to negotiate with both of them, or just the one to get it done. Mr. Plotz suggested it was a great question and worth looking into.

Councilor Harris reported the people who are in the proximity of the trains were much more aware and happier to hear about the proposal. He stated it was strange to him that there are different decibel levels on every locomotive. Mr. Plotz noted even the placement of the horns had an impact on how loud they are.

Councilor Lund reported the operators didn't have any control over how they utilize the tools, adding they just open the valve and let the air out.

Councilor Pope inquired as to which department would most likely be asked to do the investigation. City Manager MacReynold stated, if the council was interested, his recommendation would be to: get direction from the council; come up with some costs; determine how it could be done; and build it into the 2013 budget. He suggested if the council would like it done this year we would need to reassess things and figure out how to come up with the resources. Councilor Pope felt they should move in that direction, but not necessarily this year, and recommended the administration continue to solicit the leadership of Mr. Plotz to help the city go down that path. He suggested the city look at soliciting funds from the community to assist in the process.

Councilor Dawes stated he would support the proposal, adding he didn't believe there was any reason why the city couldn't start the research now, since it only involved labor. He felt the liability was an issue and suggested the city work with the federal railroad agency and the owner of the tracks. Councilor Dawes also suggested the administration work with Mr. Plotz to start the research phase.

Councilor Spahr stated he wouldn't mind taking a trip down to Washougal just to look at what they've done and ask some questions. Mr. Plotz noted he would like to do so, as well.

Mayor Ketchum stated what he was hearing from the council was that they would like the administration to start the research end of it.

Todd Chaput (220 SE Winchester Hill Drive, Chehalis), Manager of the Holiday Inn Express, reported he was approached regarding the matter, adding he didn't believe Mr. Plotz fully realized the affect that the train horns had on his hotel. He noted they have numerous businesses that stay with them on a regular basis and they only stay if they can get rooms on the even-numbered side of the building; otherwise, they go somewhere else. Mr. Chaput reported they receive numerous comments on a weekly basis regarding the train noise.

Dick Larman, Lewis County Economic Development Executive Director, reported three percent of businesses in Washington State are in the export business, which was three times more than any other State in the Union. Mr. Larman noted the current strategy for growing our economy was to export more stuff and the north/south Burlington Northern UPN lines were critical to that. He reported Port Commissioners from Portland and Seattle recently paid a visit to Lewis County because they are interested in how we expedite freight rail. Mr. Larman reported they foresee an increased rail service in future years that will impact us in terms of the number of freight trains going both north and south, which will increase exports from our state and from our local community, as well.

4. Council Committee and Board Appointments. Mayor Ketchum asked if the council had any changes to the current list of council committee and board appointments. There were no changes noted.

January 23, 2012

5. **Trees for Market Boulevard.** Chehalis Community Renaissance Team (CCRT) Chair Larry McGee reported the committee looked at the different number of islands in the downtown area to determine where they would like to put some large trees. He stated they would need to be careful about the size for public safety and visibility reasons, but also because the trees would have to be planted in pots. Mr. McGee reported the pots would be about four feet tall and would be purchased with funding from the Renaissance. He noted, traditionally, they used deciduous trees in the images presented and for the pilot project, but more recently an idea surfaced at one of their meetings regarding the use of conifers. Mr. McGee suggested conifers had some advantages in terms of maintenance and for decorating during the holidays. He reported the images being presented were done by a local artist, Lois Meyer, who for a while worked for Disney. Mr. McGee stated, since the committee was torn between which trees to plant, they we're asking the council for their opinion on what they would like to see.

Committee member Patty Kaija reported on the different concepts provided by Ms. Meyer, the first using deciduous trees, and the second using evergreen trees. She suggested it might be smarter to move towards the evergreens because they look nice year round; they max out between ten and twelve feet; they can be decorated during the holidays; and they wouldn't have to worry about leaves clogging up the drains.

Ms. Kaija reported the current plantings in the downtown area would not get any taller than 30 inches and should not take up city workers time to care for them. She noted they planted the taller plants towards the sidewalk and the shorter plants towards the road, so they wouldn't impede anyone's site as they are backing out.

Ms. Kaija reported on the new soil in the islands, noting people seemed to be taking a little bit more pride in the downtown area. She stated she was looking forward to continuing with the beautification of the downtown.

Gail Shaw reported one of the nice things about the Renaissance program was that you get a feel that someone is doing something because things were happening. He didn't believe they could do much more that would impress the people that come here than to try out some new things, like the evergreen trees. Mr. Shaw suggested the enthusiasm of the people that feel we're going some place was important.

The consensus of the council was that the committee had done such a great job so far that they would leave it up to them to decide. Mr. McGee stated he appreciated that, adding they had some significant expertise to help out in the decision making process.

6. **Employee Service Award.** Mayor Ketchum presented a certificate of appreciation to Police Chief Glenn Schaffer for five years of service with the city.

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

- a. Minutes of the regular meeting of January 9, 2012;
- b. Claim Vouchers No. 101972-102091 in the amount of \$171,933.52 dated January 13, 2012; Claim Vouchers No. 102092-102166 in the amount of \$410,401.82 dated January 13, 2012;
- c. Approve reappointments of Douglas Burton and DJ Hartman to the Historic Preservation Commission for three-year terms expiring December 31, 2014;
- d. Approve appointment of Steven Bell to the Chehalis Planning Commission for a four-year term expiring December 31, 2015;
- e. Authorize City Manager to execute interlocal agreement between the City and Riverside Fire Authority to provide fire code inspection and code enforcement services;
- f. Adopt City of Chehalis domestic violence leave policy;
- g. Adopt City of Chehalis military leave policy;

January 23, 2012

- h. Accept Washington Traffic Safety Commission grant for school zone flashing beacon at RE Bennett and Cascade schools on Market Boulevard;
- i. Adopt Resolution 1-2012, first and final reading – setting date and time for public hearing on vacation of right-of-way;
- j. Approve collective bargaining agreement between the city and the International Association of Fire Fighters Local 2510; and
- k. Approve collective bargaining agreement between the city and Teamsters Union Local #252 – Police Uniformed Personnel Unit.

Councilor Spahr seconded the motion.

Councilor Taylor inquired about the interlocal agreement, noting he had concerns for the way people interpret the law, adding at times there seems to be some confusion concerning enforcement based on interpretation. City Manager MacReynold reported the proposal to hire someone to do fire code inspections and enforcement was part of the long-range strategy plan. He noted the city put out a request for proposals to provide these services and received three proposals, adding Riverside clearly had the kind of service the city was looking for. City Manager MacReynold brought up the issue of looking at moving towards a regional fire authority, and felt the interlocal agreement was moving the city in that direction. He felt Riverside would offer the city the best service working with both our citizens and businesses.

Councilor Lund stated he thought the North Lewis County Regional Fire Authority Planning Committee was originally supposed to be looking at all combinations for forming some sort of fire authority, but so far they were only looking at one great big bureaucratic conglomerate. He asked if our fire chief couldn't do the code inspections and enforcement. City Manager MacReynold reported Fire Chief Kelvin Johnson had been doing it since the assistant chief left. He noted the plan was to try and do it differently and the interlocal agreement would allow them to move forward with the plan. City Manager MacReynold reported if it didn't work out the administration would come back to the council to have further discussions about it. He felt it was a good move for the city, and a good move to begin building a relationship with other fire districts.

Councilor Spahr asked if Riverside was also doing fire code inspections and enforcement for Lewis County. City Manager MacReynold stated they were.

The motion carried unanimously.

8. Administration Reports.

a. **Quarterly, November, and December Financial Reports.** Eva Lindgren reported on the preliminary fourth quarter financials. She indicated she had one more check run for 2011 that needed to be included before running the final report. Ms. Lindgren noted the quarterly financial statements all came within budget.

Ms. Lindgren reported on the December financial report, noting it included the final budget amendment for the year. She stated the 'budget' in the report was the final budget; however, the 'actual' numbers in the report were only preliminary. Ms. Lindgren noted the total general fund tax revenues fell short by \$32,502; the non-tax revenues were short by \$95,302 leaving a total shortfall of \$127,804, or 1.4 percent.

Ms. Lindgren reported the general fund expenditures came within budget for all of the different departments. She noted they were under expended by 2.8 percent, leaving a net increase of \$117,087. Ms. Lindgren suggested that number would change once some adjustments were made for prepaid expenditures and some final correcting journal entries were done. She indicated she ran a secondary report to include the last check run and the general fund expenditures increased by \$1,445, making the total general fund expenditures 97.21 percent, which was still well within budget.

Ms. Lindgren reported the wastewater fund revenues exceeded the budget by \$28,595, and expenditures were at 99.92 percent; the water fund revenues exceeded the budget by \$51,831, and expenditures were at 96.39 percent; and the

January 23, 2012

storm and surface water fund fell short on the revenues, but under expended on appropriations.

b. **4th Quarter Sales and Use Tax Report**. Ms. Lindgren reported the city had an increase in sales and use tax revenue over 2010, and exceeded the 2011 budget by \$49,000. She noted they were hoping to stay the course and build on it, but were not being overly optimistic.

c. **Chehalis-Centralia Cooperative Meeting**. City Manager MacReynold reminded Mayor Ketchum and Councilors Taylor and Spahr about the Centralia-Chehalis Cooperative meeting Friday, at 7:30 a.m. in Chehalis.

9. **Council Reports**.

a. **Chehalis Foundation Update**. Councilor Pope asked J. Vander Stoep to give a report on the Chehalis Foundation. Mr. Vander Stoep introduced his daughter, Isabel Vander Stoep, who would be assisting him during his presentation.

Mr. Vander Stoep reported the Foundation had taken on a lot of projects regarding city property and about a year and a half ago they expanded their mission to include education excellence. He talked briefly about the award winning molecular genetics program at W.F. West High School, noting it had been in existence for about six to eight years. Mr. Vander Stoep reported the Foundation had collected about \$200,000 to start a robotics program through the physics department, and to buy some "MATLAB" software for the math department. He noted, with the help and hard work of David Plotz, the Foundation had supported a restart of the delta-base program in the 5th and 6th grades.

Mr. Vander Stoep reported the Foundation had prepared a video highlighting the molecular genetics, MATLAB, and robotics programs, adding it was pretty extraordinary. He believed over time the programs were going to get better known and there may even be some things developed here in Chehalis, such as a summer camp where they bring students here from around the county to gain advantage of this technology and learning. Mr. Vander Stoep stated, in time, he believed the programs would play a positive role in economic development in the community.

Councilor Spahr asked how the video would be used. Mr. Vander Stoep reported they would be trying to collect interest from other foundations in the Seattle area, such as stem cell and different science and math foundations that are focused on education.

Councilor Pope reported the Foundation had done a lot in the community and felt we had not beat our drums enough about it, and suggested that a report be sent out on the activities the Foundation was doing to possibly promote more contributions.

Councilor Pope reported the Foundation was looking at new holiday decorations for the city. City Attorney Hillier added the plan was to have people come in and look at the area, design something, and give them some estimated costs. He felt the city was going to look wonderful during the Christmas holiday within a year or two. Councilor Pope noted they were looking at having the CCRT take it on as a project.

Councilor Pope reported the Foundation was working on the renovation of the Chehalis swimming pool, adding they were still looking for matching funds. He reported there was a potential for grant money, but it would require the city to complete its parks and recreation plan.

Bob Nacht reported one of the criteria that the grant writer needs to have happen is for the city to adopt an updated parks and recreation open-space plan. He noted a couple of years ago the council authorized the use of a consultant to create a plan; however, due to staffing levels, the plan had not been brought forth to the council yet. Mr. Nacht reported they were in the process of proofing the document, noting once it was done he would distribute it to the council and post it on the website. He planned to make an introductory presentation at the next council meeting and would be asking the council to adopt the plan by resolution at the second meeting in February.

Councilor Taylor thanked the Foundation for all of the work they had done for the city.

January 23, 2012

b. **Update from Councilor Dawes.** Councilor Dawes talked briefly about the molecular program, noting the program was brought to the high school during his time on the Chehalis School Board, and while he was very excited to see it happen, one of his concerns at that time was the funding source given was only for a limited period of time. He felt good about the fact that the Foundation was willing to partner with the school district and carry it on, as well as other projects for the city. Councilor Dawes stated one of the things that will draw economic development to a community is a solid educational foundation, adding we have that here.

Councilor Dawes stated, on Wednesday, he and Fire Chief Johnson and others would be doing a regional fire authority presentation to the Chehalis Rotary Club to let them know where they were at. He noted the bad weather last week forced them to cancel their regular meeting, which was tentatively rescheduled to February 1. Councilor Dawes stated they were starting to approach some very significant pieces of information, adding now was the time that they need to have their members come to the meetings and participate.

Councilor Dawes reported the Lewis County Historical Museum was moving along very well. He noted on February 2 the museum would be hosting a video on the new coastal Doppler radar station.

c. **Proposal for Financial Audits.** Councilor Pope proposed that any organization receiving funding from the city, go through an audit. He noted he spoke with Certified Public Accountant Tom Bradley about the issue and he provided a position paper that Councilor Pope felt the city should consider. Councilor Pope stated Mr. Bradley indicated a full audit for small non-profits would be costly, so he provided some suggestions that the city could incorporate into its policy for awarding money to non-profits.

Mayor Ketchum asked if this was something the Lodging Tax Advisory Committee (LTAC) could include in the application form as a requirement. City Manager MacReynold stated it could be.

Councilor Lund asked if they could enact it now for this coming year, and/or put it on the agenda for discussion at the next meeting.

Councilor Harris stated he would like to see what it says first, but philosophically he agreed, they had to go through some kind of a process. He reported they would have to look at the different organizations, what their cash flow actually is and what it would do as far as a burden.

Councilor Pope requested that City Attorney Hillier take a look at the position paper and give them an opinion. He thought it was important to tighten up the policies and procedures for awarding tax money to non-profits.

d. **Snow Removal.** Councilor Harris stated he wanted to thank the city staff for dealing with the snow the way they did over the last week. He reported staff had the equipment out on the roads cleaning off the snow by about 6:30 a.m., adding the main streets were pretty passable.

Mayor Ketchum stated he was asked to pass along thanks to the city crews from a man who lives in Lacey, Washington. The gentleman reported he didn't hit a plowed road until he got to Chehalis and was impressed that we were out that early. Mayor Ketchum thanked the street department, stating he really appreciated it, as well.

10. **Appointment and Reappointment of Lodging Tax Advisory Committee (LTAC) Members.** Councilor Dawes moved to take the item off the table. The motion was seconded by Councilor Taylor and carried unanimously.

Councilor Harris reported they had two openings on the LTAC and had received two applications for consideration. He reported the two applicants met the criteria for who they represent, which was part of their regulations.

Mayor Ketchum felt they were all good people.

Councilor Harris moved that the council appoint Charles "Chip" Duncan and Jim Valley, and reappoint Rick Burchett, Todd Chaput, Natalie Ketchum and Satpal Sohal to the city's LTAC.

January 23, 2012

The motion was seconded by Councilor Spahr and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 7:22 p.m.

Mayor

Attest:

City Clerk


SUGGESTED MOTION


I move that the council approve the minutes of the regular city council meeting of January 23, 2012.

CITY OF CHEHALIS
AGENDA REPORT

DATE: January 20, 2012

TO: The Honorable Mayor and City Council

FROM: Eva Lindgren, Finance Manager 

PREPARED BY: Michelle White, Accounting Tech II 

SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions recorded in 2011:

1. EFT No. 122011 and Claim Vouchers No. 102167 through 102172 in the amount of \$41,803.42 dated January 20, 2012 and the transfer of \$1,462.40 from the General Fund, \$1.04 from the Garbage Fund, \$6,944.85 from the Wastewater Fund, \$32,811.38 from the Water Fund, and \$583.75 from the Storm & Surface Water Utility Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the January 20, 2012 EFT No. 122011 and Claim Vouchers No. 102167 through 102172 in the amount of \$41,803.42.

SUGGESTED MOTION

I move to approve the January 20, 2012 EFT No. 122011 and Claim Vouchers No. 102167 through 102172 in the amount of \$41,803.42.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: January 31, 2012
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager *EL*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 102173 through 102262 in the amount of \$89,358.78 dated January 31, 2012 and the transfer of \$57,615.46 from the General Fund, \$4,325.88 from the Wastewater Fund, \$25,913.04 from the Water Fund, \$108.16 from the Storm & Surface Water Utility Fund and \$1,396.24 from the Firemen's Pension Fund.
2. Claim Voucher No. 102263 in the amount of \$3,721.47 dated January 31, 2012 and the transfer of \$3,721.47 from the 1982-93 Community Development Block Grant Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the January 31, 2012 Claim Vouchers No. 102173 through 102262 in the amount of \$89,358.78 and Claim Voucher No. 102263 in the amount of 3,721.47.

SUGGESTED MOTION

I move to approve the January 31, 2012 Claim Vouchers No. 102173 through 102262 in the amount of \$89,358.78 and Claim Voucher No. 102263 in the amount of \$3,721.47.

Reviewed by: *Wendy*, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: January 31, 2012
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager *EL*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

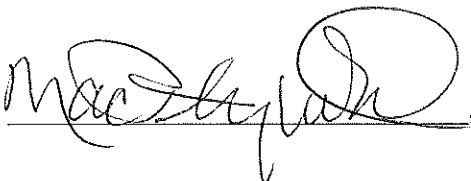
1. Payroll Vouchers No. 35363 through 35430, Direct Deposit Payroll Vouchers No. 2870 through 2942, and Electronic Federal Tax Payment No. 107 in the amount of \$651,737.40 dated January 31, 2012, and the transfer of \$457,455.94 from the General Fund, \$6,388.03 from the Arterial Street Fund, \$15,211.05 from the Gambling Enforcement Fund, \$73,156.85 from the Wastewater Fund, \$77,469.81 from the Water Fund, \$16,471.42 from the Storm & Surface Water Utility Fund, and \$5,584.30 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the January 31, 2012, Payroll Vouchers No. 35363 through 35430, Direct Deposit Payroll Vouchers No. 2870 through 2942, and Electronic Federal Tax Payment No. 107 in the amount of \$651,737.40.

SUGGESTED MOTION

I move to approve the January 31, 2012, Payroll Vouchers No. 35363 through 35430, Direct Deposit Payroll Vouchers No. 2870 through 2942, and Electronic Federal Tax Payment No. 107 in the amount of \$651,737.40.

Reviewed by: , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 8, 2012

TO: The Honorable Mayor and City Council

FROM: Herta Fairbanks, Public Works Director
Dave Vasilauskas, Water Superintendent

SUBJECT: Final Acceptance of the Phase 1 Evergreen Drive Watermain Replacement Project

ISSUE

Martin Sand & Gravel, Inc., has completed work on the watermain replacement on Evergreen Drive and is requesting release of the retainage of \$10,031.68. This information is being presented for the council's review and approval.

DISCUSSION

In July 2011, the City awarded the Phase 1 Evergreen Watermain Replacement Project. The project consisted of the replacement of 1600 feet of 4-inch and 6-inch cast iron watermain with installation 10-inch ductile iron watermain. Staff budgeted \$210,000 from the water utility fund in the 2011 budget and completion was set for October 2011.

The project bid was \$207,157, including sales tax. There were three change orders associated with this project, which brought the total project cost to \$216,483.68. The change orders were related to additional excavating work required to determine the actual location of the existing pipe as well as street restoration above and beyond the anticipated amount due to the inability of Evergreen Drive to sustain the weight of the equipment.

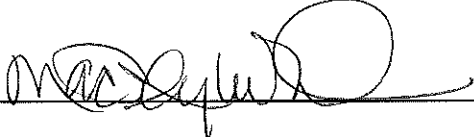
The project has been completed and we have reviewed the work and concur with our consulting engineer, RB Engineering, that the project conforms to the contract plans and specifications and therefore we agree with the release of the retainage of \$10,031.68.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council accept the Phase 1 Evergreen Drive Watermain Replacement Project on Evergreen Drive as complete, and release the retainage of \$ 10,031.68 to Martin Sand & Gravel, Inc.

SUGGESTED MOTIONS

I move that the council accept the Phase 1 Evergreen Drive Watermain Replacement Project as complete, and release the retainage of \$10,031.00 to Martin Sand & Gravel, Inc.

REVIEWED BY:  _____, CITY MANAGER



Engineering

January 17, 2012

COPY

Dave Vasilauskas, Water Division Superintendent
City of Chehalis Public Works Department
2007 NE Kresky Avenue
Chehalis, WA 98532

Re: SE Evergreen Drive Water Line Replacement
RBE No. 10038

Dear Dave:

I hereby certify that the SE Evergreen Drive Water Line Replacement project has been completed per the contract agreement and approved construction plans.

Final payment of the retained percentage can be made if Martin Sand and Gravel has filed with the City of Chehalis the affidavit required by RCW 39.12 certifying that Martin Sand and Gravel has paid not less than the prevailing rate of wages. If so, please proceed with Notifying the Department of Revenue of the completion of the work. Once the Department of Revenue provides certification there are no taxes or penalties due and owing from Martin Sand and Gravel, the remaining Retainer of \$10,031.68 held by the City can be released to the contractor per the Contract Agreement.

Sincerely,

Robert W. Balmelli PE
President

Cc: Judy Schave – City of Chehalis Clerks Office

Box 923
SW 13th Street
Chehalis, WA 98532
Phone: (360) 740-8919
Fax: (360) 740-8912

10038.1.17.12.Vasilauskas.ltr

CITY OF CHEHALIS
AGENDA REPORT

TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
DATE: February 6, 2012
SUBJECT: Parks, Recreation and Open Space (PROS) Plan

ISSUE

The draft Parks, Recreation and Open Space (PROS) Plan is presented for council review.

DISCUSSION

In 2009 the council authorized the development of a Parks Plan to replace the dated 1981 Master Plan. The administration then distributed requests for proposals, and ultimately contracted with Tom Beckwith and Associates to create an updated Parks and Recreation Master Plan.

During the development of the Plan, Beckwith conducted various workshops and surveys involving the primary users of the Parks and Recreation programs offered by the city as well as the general public. Extensive public interaction was accomplished, and the draft Plan is a compilation of the suggestions and requests of the citizens of Chehalis. This Plan was actually developed by the community working through the consultant. The documentation of the surveys and workshops is contained in the Plan.

The elements in the draft PROS Plan were suggested by our citizens in 2009. The Plan is a long-range vision of the parks and recreation systems from their perspective at that time, and will likely need to be reviewed in the future in the context of current economic challenges and staffing levels. Many of the concepts contained in the draft Plan may require different strategies to accomplish.

The draft PROS Plan is organized so that changes can be made later during implementation discussions. It may be appropriate to consider minor revisions to the Plan in the future when specific programs or projects are submitted for council consideration. Those discussions would include a greater level of detail relating to how the proposal would be funded.

The administration currently has an opportunity to support the efforts of the Chehalis Foundation in its quest to fund the improvements to the Chehalis outdoor swimming pool. The Foundation can apply for a swimming pool improvement grant, but only if the city has a current Parks and Recreation Plan. It is important for the city to review and adopt the draft PROS plan to provide the opportunity to apply for a swimming pool and other parks and recreation grants.

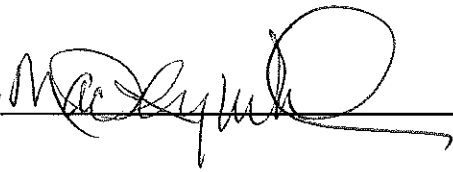
This Plan is being presented for council review over the next two weeks. It is being distributed under separate cover, and is being posted on the city's website for public review as well. The administration will request that the council consider adopting this Plan by resolution at the next regular council meeting.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council review the draft PROS Plan and submit any questions or suggestions to the Community Development department. The administration will address any council comments in the next presentation on February 27th.

SUGGESTED MOTION

(None required – this item is for information only)

Reviewed by  _____ City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 8, 2012
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks, Public Works Director
SUBJECT: Washington State Transportation Improvement Board Grant

ISSUE

The city has received funding authorization of \$282,741 from the Washington State Transportation Improvement Board (TIB) for a grind and overlay of Chehalis Avenue from Main to Pacific. The City has also received a grant in the amount of \$90,860 for the beautification of Chehalis Avenue from the STP-Transportation Enhancement Program.

DISCUSSION

The City has received a grant from TIB in the amount of \$282,741 for a grind and overlay of Chehalis Avenue from Main Street to Pacific Avenue. The total project cost is estimated at \$314,157. The difference between the total project cost and the grant amount is a local match requirement of 10%, or \$31,416. The administration is providing funding for the local match in the form of scope items performed by the Public Works Department for street and storm improvements.

In 2010, the City received a STP-Transportation Enhancement Program Award in the amount of \$90,860 for the beautification of Chehalis Avenue and traffic calming enhancements. The total project cost for the beautification was estimated at \$114,960. The difference between the total project cost of the beautification and the grant amount will be funded through a combination of private donations and City funds through in-kind contributions.

We are proceeding with refurbishment of Chehalis Avenue and the beautification project simultaneously so that we can ensure the funds are used in the most efficient and effective manner and are planning for project completion for both the refurbishment and beautification phases in 2012.

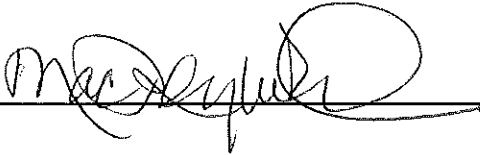
RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council accept the TIB grant for the refurbishment of Chehalis Avenue in the amount of \$282,741 and the STP-

Transportation Enhancement Program grant in the amount of \$90,860 and authorize the City Manager to execute agreements necessary to complete the project within the financial constraints identified.

SUGGESTED MOTION

I move that the city council accept the TIB grant of \$282,741 and the STP-Transportation Enhancement Program grant in the amount of \$90,860 and authorize the City Manager to execute agreements necessary to complete the project within the financial constraints identified.

REVIEWED BY:  _____, CITY MANAGER



Washington State Transportation Improvement Board

TIB Members

Mayor James Irish, Chair
City of La Center

Commissioner Mike Wilson, Vice
Chair
Grays Harbor County

Councilmember Jeanna Burbidge
City of Federal Way

Todd Coleman, P.E.
Port of Vancouver

Councilmember Sam Crawford
Whatcom County

Kathleen Davis
WSDOT

Mark Frelberger, P.E.
City of Sedro-Woolley

Councilmember William Goltmann, P.E.
City of Spokane Valley

Secretary Paula Hammond, P.E.
WSDOT

Paul Ingiosi
Office of Financial Management

Commissioner Greg Patch
Whitman County

Laura Philpot
City of Sammamish

Heidi Stamm
HS Public Affairs

Harold Taniguchi
King County Metro Transit

Steve Thomsen, P.E.
Snohomish County

John Vodopich
City of Bonney Lake

Jay Weber
Only Road Administration Board

Ralph Wessels, P.E.
Bicycle Alliance of Washington

November 18, 2011

The Honorable Tony Ketchum
Mayor
City of Chehalis
2007 NE Kresky
Chehalis WA 98532

Dear Mayor Ketchum:

Congratulations! We are pleased to announce the selection of your project, FY 2013 Expanded Preservation Project, Multiple Locations, TIB project number 3-W-193(001)-1.

TIB funds granted to this project total \$282,741. Before any work is allowed, TIB staff will contact your agency to authorize the funding.

If you have questions, please contact Clint Ritter, TIB Project Engineer, at (360) 586-1151 or e-mail ClintR@TIB.wa.gov.

Sincerely,

Stevan Gorcester
Executive Director

Stevan E. Gorcester
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov



Transportation Improvement Board

Post Office Box 40901 • Olympia, WA 98504-0901 • (360) 586-1140

APPLICATION SUMMARY

Segments Submitted 2 segments
 Length Submitted 1,290 feet/0.24 miles
 Estimated Tonnage 1,314 tons
 Material Cost \$251,326
 Engineering Cost \$50,265
 Traffic Control Cost \$12,566
 Total Cost \$314,157

GRANT SUMMARY

Local Match Percent 10%
 Required Match \$31,416
 Additional Match
 Grant Amount \$282,741

ESTIMATED UNIT COSTS

Enter the unit costs for elements of work in the spaces provided.

Item Unit Cost Unit
 Hot Mix Asphalt \$110.00 per ton
 Grinding \$5.50 per sq yd
 Prelevel \$0.00 per ton
 Geotextile Fabric \$3.50 per sq yd
 Digsouts \$5.50 per sq ft
 Crack Seal \$1.00 per LF
 ADA ramps \$725.00 each

CHEHALIS

Agency Name
 Contact Person Herta Fairbanks, Public Works Director
 Phone Number 360-748-0238
 Email Address hfairbanks@ci.chehalis.wa.us

INSTRUCTIONS

Complete one line for each segment.
 Use the <TAB> key to move between fields.
 Do NOT type commas, hyphens, or dashes when entering numbers.

		EXISTING SIDEWALK			PROPOSED WORK							
Street Name	Termini	Section Length in Feet	Pavement Width in Feet	Sidewalk Placement	Sidewalk Condition	Ramps to be upgraded	Depth of OVERLAY (inches)	Grind Segment	Prelevel Segment	Use Geotextile Fabric	Digout Area in Sq Ft	Segment Crack Seal in Feet
Chehalis Avenue	Main St. to Park Ave	1,000	38	Intermittent	Poor	27	4	Yes	No	Yes	2,480	4,000
Chehalis Avenue	Park Ave to Pacific	290	48	Intermittent	Poor	10	4	Yes	No	Yes	1,680	1,160

ECONOMY OF SCALE INFORMATION

Briefly describe how you propose to gain economy of scale in the space provided to the right.

See Exhibit 1 Attached

CERTIFICATION

Certification is hereby given that the information provided is accurate and the application attachments are complete and included as part of the application package.



Signature

8/31/11

Date

Herta Feinbros

Name

ATTACHMENTS

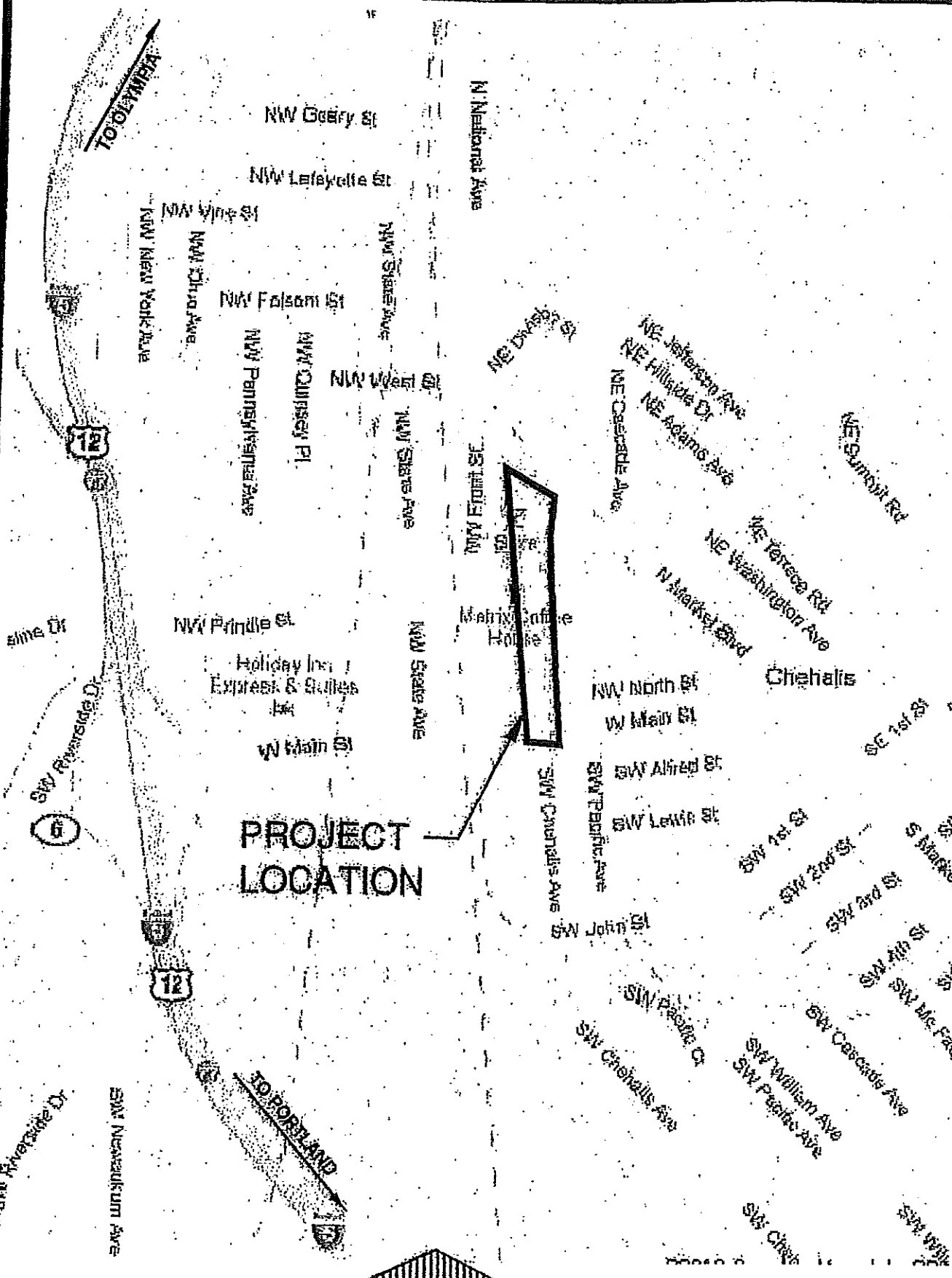
- ▶ Street map indicating repair segment locations
- ▶ Any documentation of economy of scale

Exhibit 1

Economies of Scale Statement

Chehalis Avenue is a major thoroughfare located in historic downtown Chehalis. The existing pavement structure of the roadway has experienced significant degradation over time. In addition, the pavement structure has also been impacted due to the many pavement patch work for utility installations within the limits of the project. The City has managed to preserve portions of the roadway over the years by repairing the pavement as much as possible given the current economy to best manage the longevity of the pavement structure to minimize cost that would otherwise be incurred had the City allowed to roadway to degrade in such a manner as to require a complete reconstruction of the roadway. City leaders, the Economic Steering Committee, and local business leaders, have developed a Chehalis Renaissance Plan to identify downtown improvements not only for improvement of the roadway infrastructures but to revitalize downtown business district to strengthen the downtown community while also providing opportunities for downtown growth to enhance the quality of life envisioned for city residents, businesses, visitors, and neighboring communities. Funding procured by Washington Utility, SW Region TPO, and Renaissance Committee is also being allocated to this project to provide street side improvements that will help meet the downtown goals and vision shared by our community and City Leaders.

T:\Personal_Folder\03am\03000\chehalis\chehalis_avenue_reconstruction_plan_section.dwg, VESN1-2, 02/20/10 8:05:35 AM, D:\pws_dwg\03000\chehalis_avenue_reconstruction_plan_section.dwg, GIBS & OLSON - Report A Size (11.00 x 17.00 Inches), 1:1, Gibbs & Olson, Inc.



NORTH



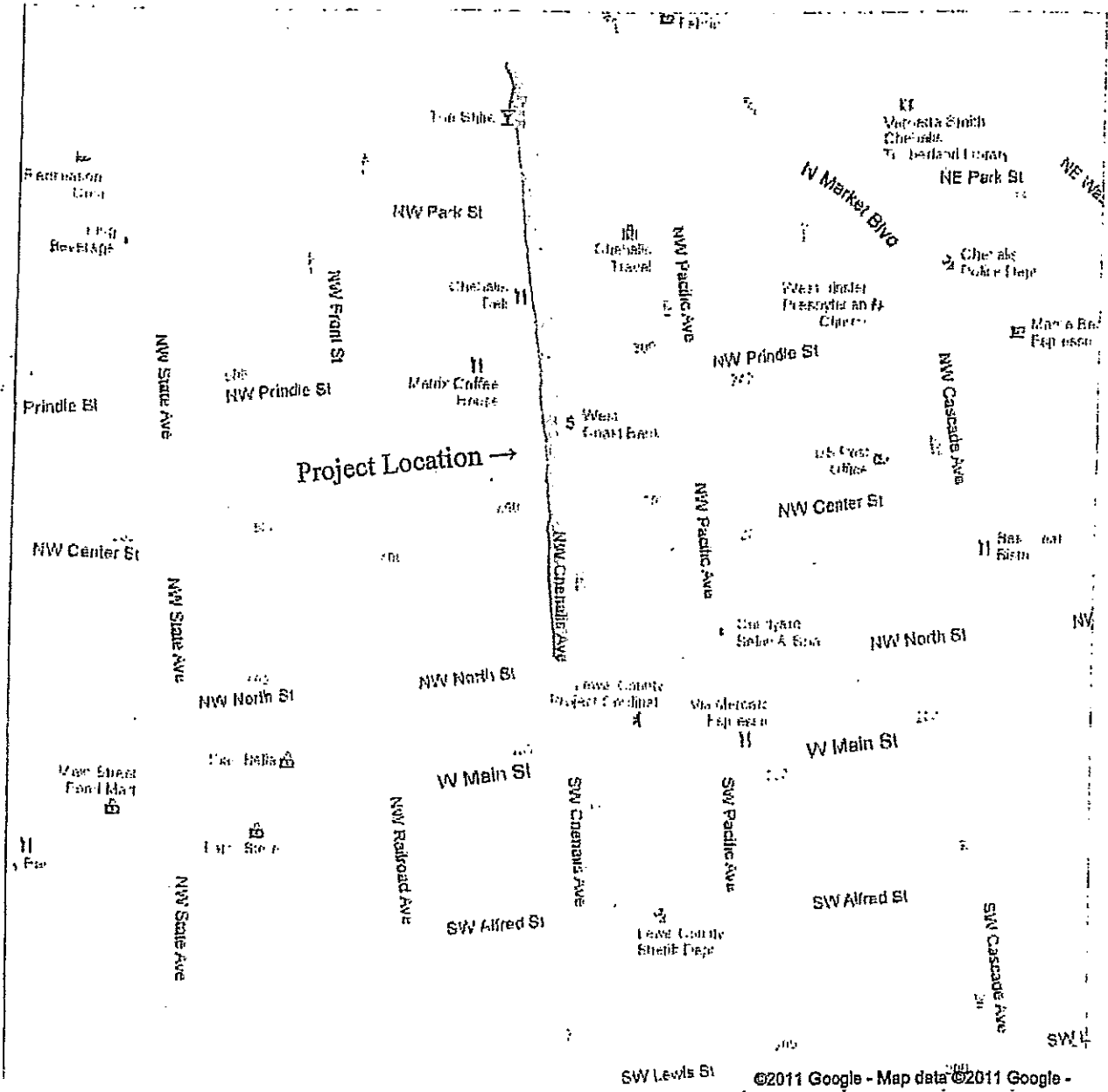
GIBBS & OLSON INC.
 Engineers • Planners • Surveyors
 LONGVIEW • OLYMPIA
 WASHINGTON

City of Chehalis
 Chehalis Avenue Reconstruction
 Vicinity Map
 N.T.S.

Google maps

Address SW Chehalis Ave
Chehalis, WA 98532

Get Google Maps on your phone
Text the word "GMAPS" to 466453



©2011 Google - Map data ©2011 Google -

**Southwest Washington Regional Transportation Planning Organization
(SWRTPO)**

2010

STP-Transportation Enhancement Program (STP-E)

Application Form

Part 1: Project Summary

Copy

APPLICANT ORGANIZATION <i>(may be the same as sponsoring agency)</i> City of Chehalis	
Contact Person: Tim Grochowski	Title: Public Works Director
Address: 350 N. Market Blvd. Room 101 Chehalis, WA 98532	Telephone: 360-345-1229
	FAX: 360-748-0694 email: <i>tgrochowski@ci.chehalis.wa.us</i>
SPONSORING AGENCY <i>(must have Certification Acceptance (CA) status)</i>	
Contact Person: Kenneth F. Hash, P.E.	Title: SW Region Local Programs Engineer
Address: Southwest Region, PO Box 1709, Vancouver WA 98668-1709	Telephone: 360.905.2215
	FAX: 360.905.2218 email: hashk@wsdot.wa.gov
PROJECT TITLE NW Chehalis Avenue Beautification & Traffic Calming/Safety Enhancement Project	
PROJECT LOCATION NW Chehalis Avenue - Park Street to North Street	
PROJECT TYPE <i>(may mark more than 1)</i>	<input type="checkbox"/> Rehabilitation & operation of historic transportation buildings, structures, or facilities <i>(including historic railroad facilities & canals)</i> <input type="checkbox"/> Preservation of abandoned railway corridors <i>(including the conversion and use thereof for pedestrian or bicycle trails)</i> <input type="checkbox"/> Archaeological planning & research <input type="checkbox"/> Environmental mitigation to address water pollution due to highway runoff or reducing vehicle-caused wildlife mortality while maintaining habitat connectivity <input type="checkbox"/> Establishment of transportation museums
<input checked="" type="checkbox"/> Provision of facilities for pedestrians & bicycles <input type="checkbox"/> Provision of safety & educational activities for pedestrians & bicyclists <input type="checkbox"/> Acquisition of scenic easements & scenic or historic sites <input type="checkbox"/> Scenic or historic highway programs <i>(including the provision of tourist & welcome center facilities)</i> <input checked="" type="checkbox"/> Landscaping & other scenic beautification <input type="checkbox"/> Historic preservation <input type="checkbox"/> Control & removal of outdoor advertising	
PROJECT DESCRIPTION <i>(1 or 2 sentences)</i> This project will provide bulb-outs at street intersections, new pavement markings, and changing several intersections to enhance visibility for drivers, pedestrians, and bicyclists. Trees will be planted in the ground in the bulb-outs and benches will be placed along the street to make the areas more attractive and irrigation will be installed to help with the care of the trees and other plantings.	
COST SUMMARY Total Project Cost: \$114,960	MATCHING FUNDS SUMMARY <i>(although there is no official requirement for match, if there are matching funds for the project, please state status and amounts below):</i> Hard Match: Soft Match: \$24,100
Enhancement Funds Request: \$90,860	RIGHT-OF-WAY NEEDS Property to be purchased? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Easement or donated land? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no

ATTACHMENTS <i>(check items attached)</i>	MPO/RTPO: CWCOG/SWRTPO
√ Vicinity map	Previously Submitted? <u>N/A</u> (year)
√ Cross-section, drawing or photos <i>(construction projects only)</i>	

SWRTPO Transportation Enhancement Program Application Form

Part 2: Project Funding Summary

Contact your WSDOT Region Local Programs Engineer Ken Hash, hashk@wsdot.wa.gov at 360-905-2000 for SW Region and Brian Moorehead, moorehb@wsdot.wa.gov at 360-357-2712 for Olympic Region for help in determining certifying agency, if applicable), relevant cost items or estimating per-unit costs. Calculate costs for all items that apply to the project that are included in this request for funding. Enter totals below, by fiscal year, for those items appropriate to your project. Fund sources include Enhancement Program, Other Federal, State, Local, Private and In-kind (please specify).

Project Total Cost: \$114,960

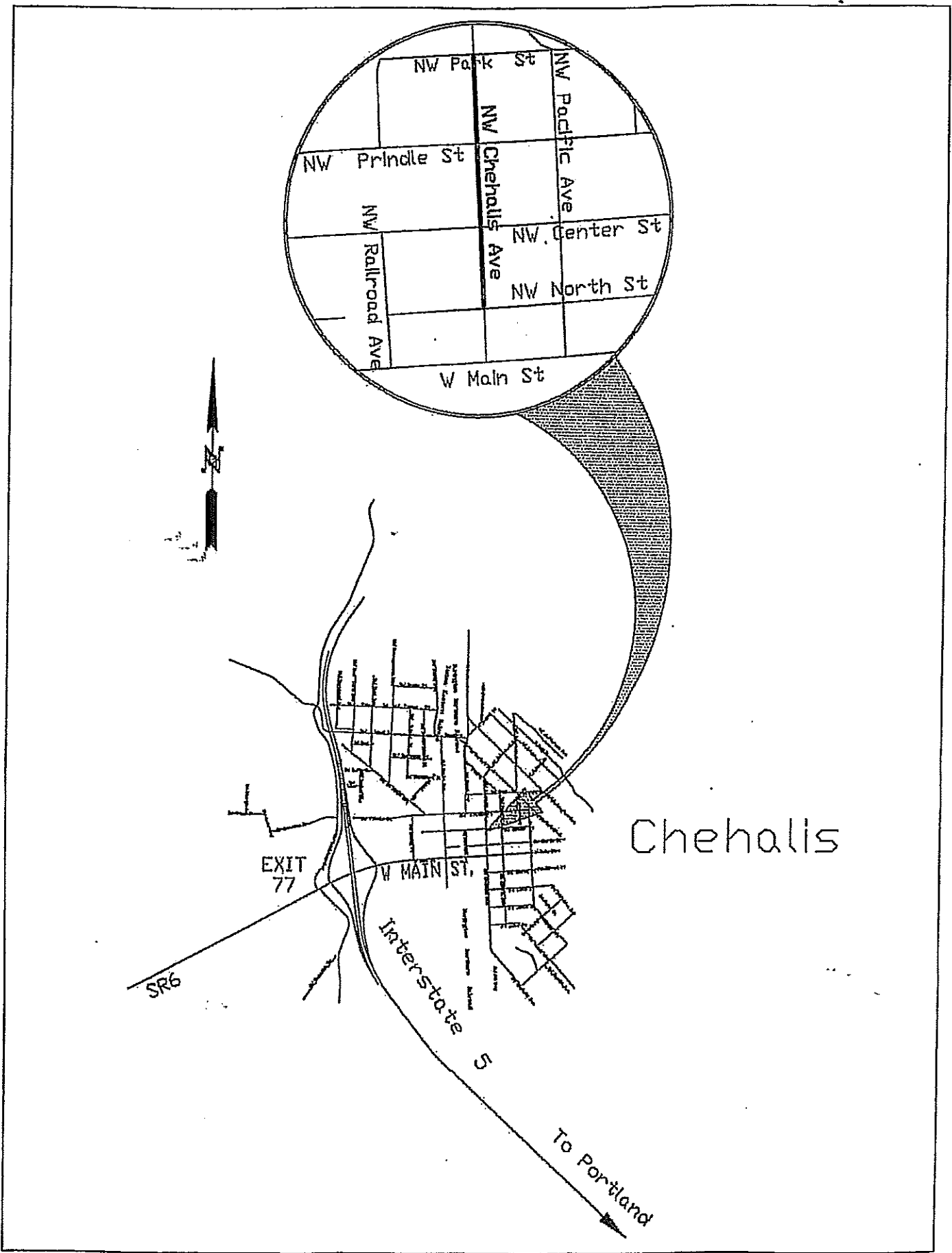
Project Phase	Start Date	End Date	Enhancement		Totals
			Funds	Other Funds (1)	
Planning	8/2009	11/2010	0	0	0
Engineering & Design <i>(plans must meet federal standards)</i>	11/2010	11/2010	\$11,860	0	\$11,860
Environmental Process <i>(includes biological assessment)</i>	N/A	N/A	N/A	N/A	0
Subtotal PRELIMINARY ENGINEERING	6/2010	6/2010	0	0	\$11,860
Property Acquisition	N/A	N/A	0	0	\$0
Other Right-of-Way Costs	N/A	N/A	0	0	\$0
Subtotal ROW	N/A	N/A	0	0	\$0
Construction Engineering	5/2011	5/2011	0	\$9,400	\$9,400
Construction	5/2011	5/2011	\$79,000	\$14,700	\$93,700
Subtotal CONSTRUCTION	N/A	N/A	\$79,000	\$24,100	\$103,100
Total Project Cost			\$90,860	\$24,100	\$114,960

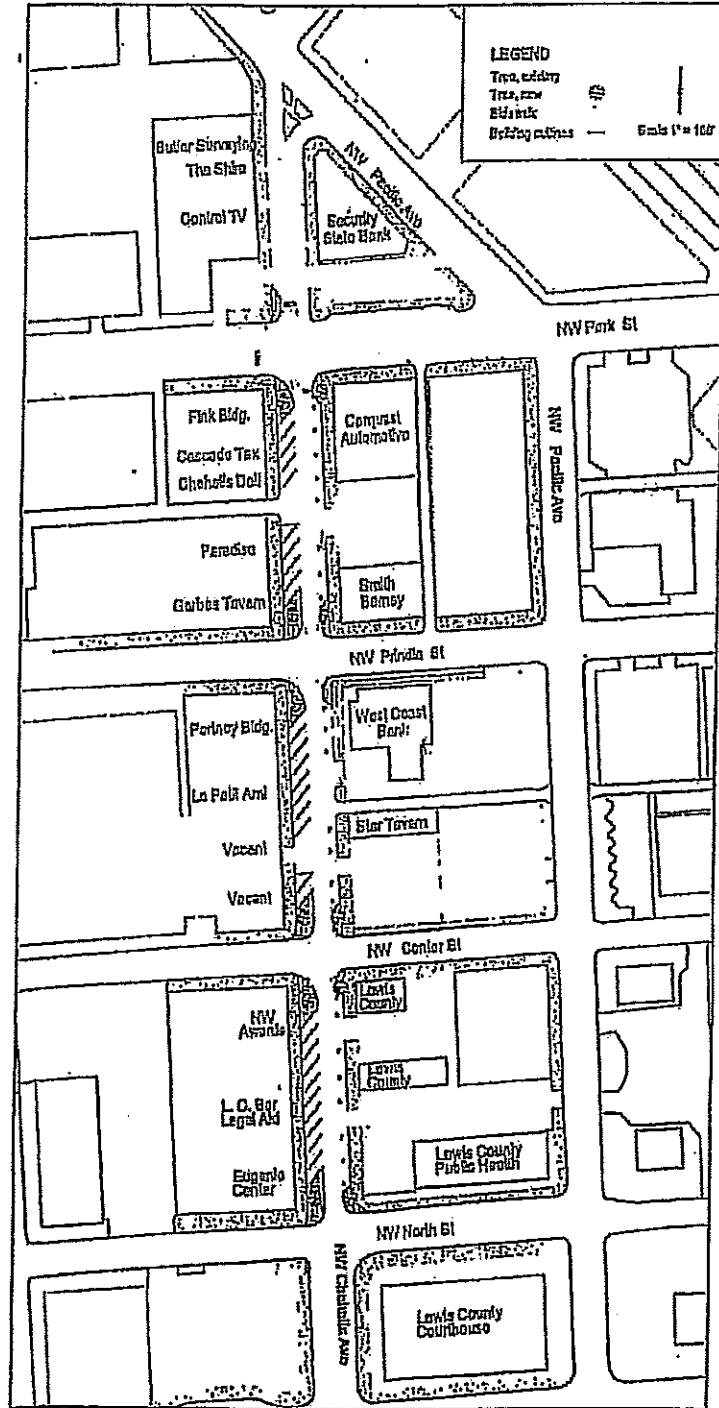
(1) Source of funds other than enhancement should be noted as footnotes to this table.

Matching Funds Available (not a requirement)

Type	\$ Value	Name of Source(s)	Date Available
Sponsor's Cash			
Partner Cash			
Partner Cash			
Subtotal HARD MATCH			
Donations of Materials	\$2,000	Water Division – in-kind	5/2011
Donations of Property			
Donations of Labor/Services	\$525	Water Division – in-kind	5/2011
Other (1)	\$175	Street Division – in-kind	5/2011
	\$4,000	Donated Trees and Pots - private	10/2009
	\$8,000	Donated labor and plants for new bulb-outs and islands – in kind	5/2011
	\$9,400	Construction Engineering – in-kind	5/2011
Subtotal SOFT MATCH	\$24,100		
TOTAL MATCH	\$24,100		

(1) Please note other donations other than materials, property, labor/services as a footnote to this table.





SWRTPO

Transportation Enhancement Program

Application Form

Part 3: Narrative

Provide the following information about your project: (1) Project narrative, answering questions 1-7, not to exceed 5 pages; and (2) a PowerPoint presentation not to exceed 4mb for use by the selection committee.

1. Project Description: *(Attach detailed 8 1/2" x 11" vicinity map)*

Describe the proposed work and explain the nature of the entire project. Identify which Transportation Enhancement activity (or activities) this application represents. Briefly describe the existing and proposed conditions and type of use.

Install a series of permanent bulb-out curbs at intersections, plant trees in the bulb-outs, install benches and install an irrigation system along NW Chehalis Avenue from Park Street to North Street for maintenance of the trees and plantings. New pavement markings including centerline stripes with reflectors, parking stalls, crosswalks and stop bars at the bulb-out areas will enhance visibility and safety for pedestrians.

This area is part of the Central Business District and home to restaurants, banks, social and health services and a variety of specialty shops and businesses. Traffic volume is high and visibility for pedestrians crossing the street is limited, and the street lacks any type of beautification to welcome visitors. A recent pilot project included changing parking on the west side of the street from parallel to angle, painting areas representing bulb-outs at intersections, and the purchase of twelve trees and pots. Aside from the pilot project nothing has been done in this area for many years. The improvements comprising this grant request are a portion of a much larger project on Chehalis Avenue that will eventually include a complete street rehabilitation with street widening, new sidewalks, water and storm upgrades and new antique style streetlights.

The Chehalis Avenue project is a key component of a larger project known as the Chehalis Community Renaissance Plan that aspires to revitalize the city. Several projects have been completed or are currently underway since the City Council adopted the plan in May 2009 and include a newly adopted Chehalis logo and tagline; First Tuesdays events; publication of a historic downtown walking tour brochure; installation of 32 wayfinding signs; signs on I-5 and freeway off-ramps directing people to the city's historic districts and parks; opening a Chehalis Community Renaissance Team (CCRT) office in the historic St. Helens Hotel, and the traffic-calming/tree pilot project on NW Chehalis Avenue. Other projects include the weeding and replanting of flower boxes in front of City Hall and the Islands on North Market Boulevard; creating an inventory of vacant/for sale buildings; looking at the construction of a high tech research & development business incubator; a hands-on children's museum, and considering two combination retail/parking structures in downtown Chehalis.

2. Purpose and Need: Explain why the project is needed. What problems will occur or opportunities will be lost if not implemented?

The economic stability and growth of Chehalis, the county seat, has a positive impact on all of Lewis County. The Chehalis Community Renaissance Plan is listed in the Community Economic Development Strategy—Cowlitz/Lewis Economic Development District. Visitors and tourists are a key element to achieving the Plan's growth goal for Chehalis. One of the main goals of the Renaissance Plan is to retain and add jobs to existing businesses. If successful, it is not unrealistic to expect the retention of 15-50 jobs, and the creation of 25-50 new jobs over the next 1-5 years. It is anticipated that the Chehalis Community Renaissance Plan will improve the city's business investment climate, which will create new opportunities and jobs. We would expect to see 3-5 new businesses open in the next two years supported by tourism efforts, and hotel/motel receipts to increase by at least 10%. (Note: as of the end of June 2010, the percentage of change in the city's tourism tax revenue is up 64.5% from 2009, and 31.3% from 2008 for the same time periods.)

This project is necessary to begin effectively marketing to out-of-area tourists and customers and includes revising traffic flow, parking, wayfinding signage, and potential acquisition and development of targeted facilities to eliminate blighted areas, and provide mixed-use developments within the downtown area. This project will assist most businesses within the Chehalis area to more effectively attract, tourists, I-5 travelers, and local residents

The loss of a major local employer several years ago combined with flooding that devastated the area and severely impacted the city and county residents resulting in the loss of jobs. If a plan of action is not implemented more jobs and businesses will be lost making it nearly impossible to entice investors to the area and causing a domino effect of vacant storefronts and empty homes.

3. Relationship to Transportation: Explain how the project relates to surface transportation. Is it linked by function, proximity, or impact? If the project has recreational aspects, demonstrate that the purpose is primarily for transportation rather than recreation. Explain how this enhancement is "over and above" normal project or activities (i.e., not routine or required).

NW Chehalis Avenue is one of the city's Urban Minor Arterials included on the Federal Functional Classification List. This project is linked to surface transportation by proximity and impact since it makes enhancements along a Minor Arterial in the city. Crosswalks and stop signs are linked by function to surface transportation since they direct traffic and pedestrian flow on the street. The larger Chehalis Avenue project will incorporate actual street widening, watermain and storm main replacement as well. The portion of the overall project that this grant request encompasses is mainly for streetscape enhancements and beautification which, by their nature, are over and above basic transportation needs.

4. Financial Responsibility: Although matching funds are no longer a requirement, matching funds, if any, must be available at the time of funds' obligation. Give a full account of the source, type, and dollar value of matching funds and other resources needed to complete the project, and the status of any match not yet in hand. Demonstrate your ability to advance the project to contract in a timely manner with your available resources. Projects with at least 10% of project cost funded with match funds will receive 10 bonus points during the scoring of the projects by the committee.

Matching Funds

The Chehalis Foundation, a 501(c)(3) organization, donated approximately \$4,000 for 14 trees and pots for the Chehalis Avenue pilot project.

Matching Funds Not Yet in Hand

The Chehalis Foundation - the Chehalis City Manager and the CCRT Chair will meet with the Foundation on August 16 to discuss next steps and additional funding.

CCRT will provide voluntary planting of new islands, including donations of plants, shrubs, grasses, perennials and annuals at an estimated value of \$8,000

For the overall project, development of the Chehalis Community Renaissance Plan was \$175,000, with \$150,000 city funded and \$25,000 donated by the Community Partners. Wayfinding signage was installed using \$60,000 from .09 grant funds and \$40,000 in cash and in-kind contributions from the City. Freeway signage was installed using approximately \$20,000 from the City's Tourism Fund. Kalja's Garden & Pet, Security State Bank, and The Friends of the Chehalis Community Renaissance are contributing a combined total of \$500 - \$1,000 for the purchase and planting of plants in the downtown flower bed islands.

The Chehalis Community Renaissance Plan is a multi-phased/multifaceted project. The CCRT and City will be seeking funding from various resources for implementation of other phases, including the Washington State Community Trade and Economic Development (CTED) Tourism Marketing Program (TMP), Rural Tourism Development Program (RTDP), State Department of Archeology & Historic Preservation, Washington State Transportation Improvement Board (TIB), The Industrial Commission, The Chehalis Foundation, Southwest Washington Regional Transportation Planning Organization (SWRTPO) as well as contributions (either financial, in-kind, or both) from the Centralia-Chehalis Chamber of Commerce, Port of Chehalis, Chehalis-Centralia Airport, and other public and private sources to fund website development, collateral promotional materials, and gateway signage with which to implement the other components of the city's new Chehalis Renaissance brand and promotional strategy. The CCRT has also established The Friends of the Chehalis Community Renaissance 501(c)(3) to act as a means to collect and direct private donations for the projects of the Renaissance.

5. Public Process: Describe the extent to which the project has been reviewed and approved by local & state jurisdictions (i.e., environmental review, public meetings or hearings, Legislative action, etc.).

A key project that emerged from the Chehalis Community Renaissance Plan was the desire to revitalize and improve the appearance of the city, particularly the historic downtown. As a result, the traffic-calming pilot project initiated in September 2009 was an inexpensive way to test the viability of more permanent future changes. The on-street changes included replacing parallel parking with angle parking on the west side of the street, painting rounded areas to represent bulb-outs, and placing potted trees

within the painted bulb-outs. Prior to the changes being made, the city held an informational meeting with stakeholders to discuss the project. The project ran for nine months and in June of this year, 83 stakeholders were personally surveyed to assess their feelings and opinions regarding the changes. The survey results were shared in a public meeting on July 15, 2010. The results showed that 60% of the respondents favored the changes.

In 2006, Chehalis was one of five cities that received a design services grant from the Southwest Washington Regional Transportation Planning Organization (RTPO) for assistance to complete a downtown traffic improvements report. Information from this report was utilized in development of the Chehalis Community Renaissance Plan.

Chehalis recently received one of three 2010 Smart Choice Awards presented by Governor Gregoire for the quality and results of the Chehalis Community Renaissance Team's implementation of the Renaissance Plan over the past year. In addition, Chehalis was notified on July 15 that we are the recipient of the Washington Chapter of the American Planning Association & Planning Association of Washington Joint Awards Program for citizen involvement in our Renaissance Plan. Downtown corridor street enhancement is a part of the Chehalis Community Renaissance Project Plan of Action, which includes five action groups: Quality Design, Community Building, Economic Development, Traffic & Parking, and Downtown Development Projects. Street enhancement is one of the steps under "Quality Design." Market Boulevard and Chehalis Avenue improvement projects are included in the city's Six-Year Transportation Improvement Plan adopted by the City Council in June 2010. The Chehalis Community Renaissance Project planning process involved extensive public participation including interviews, internet surveys, brainstorming workshops, open houses, and a mail-out/phone-back survey of registered voter households.

6. **Readiness to Proceed:** Demonstrate that you will be ready to proceed upon receipt of funding. As applicable, address the following: Has design work been completed (Plans must meet federal standards), or have there been preliminary site designs made? Has the environmental process been completed, or is the project exempt? Is right-of-way acquisition part of this project, and what steps have been taken in this process? When do you expect the project to be able to go to bid? What contingencies, if any, have been planned to deal with or prevent unanticipated delays? Is this project a continuation of an existing facility? Has it received enhancement funding in the past?

Preliminary site design has been accomplished by; painting areas showing bulb-outs, parking changes and new signage. (see power point presentation) An engineering firm is working with the city and will complete design if project is funded. The project is exempt from SEPA and no right-of-way is needed. This project could go to bid within 45-60 days from award of the grant. Some project elements are weather sensitive and could result in construction delays depending on the timing of the grant award. This project would be considered repair and improvement work rather than a continuation of an existing facility. This project has not received enhancement funding in the past.

7. **Community Service** (only answer if your project includes a community service component): Describe how your project will effectively utilize a corps of volunteers to make a positive impact on the community. Also discuss the need for this project and why the resources to support this project are not readily available through some other source.

At the time the Renaissance project was being developed, it was recognized that the City was not in a position to undertake such a comprehensive project on its own; it would require extensive community leadership and involvement, and outside financial resources. The Economic Development Steering Committee (EDSC) was formed, comprised of community leaders from the City of Chehalis, Lewis County, Port of Chehalis, Chehalis-Centralia Airport, Lewis County Economic Development Council, Centralia-Chehalis Chamber of Commerce, The Industrial Commission, and other key business and property owners. The EDSC was the driving force for the eventual development and adoption by the Chehalis City Council of the Chehalis Community Renaissance Plan. Following adoption of the Plan in May 2009, the EDSC evolved into the Chehalis Community Renaissance Team (CCRT), who was charged with implementing the Plan. Driven by voluntary leadership and broad community participation, the mission of the CCRT is to implement the Council-approved Plan.

Funding resources are becoming increasingly scarce in today's economic climate and they all have their own criteria and project preferences. The approximate cost of the entire Renaissance Plan project is over \$2 million which makes it difficult to fund with only one source; accordingly, the project is being divided up into portions that can be completed individually and funds requested according to the requirements or preferences of the specific funding entities. Due to decreased sales and gas tax revenues the city's general fund cannot support this project in its entirety and is grateful for the CCRT and other organizations stepping forward by providing donations of funds, material and volunteer labor to move the project forward until other state and federal funds become available for a complete re-hab of NW Chehalis Avenue and other projects.

CITY OF CHEHALIS
 NW CHEHALIS AVE REBEAUTIFICATION
 PRELIMINARY OPINION OF PROBABLE COST

STREET BEAUTIFICATION AND IRRIGATION													
ITEM	UNIT	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL
STREET BEAUTIFICATION				NEW SIDEWALK	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP	NEW CENTER STRIP
ITEM	UNIT	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL
1	MOBILIZATION (10%)	1	\$1,200	1	\$1,100	1	\$1,120	1	\$700	1	\$4,140		
2	REMOVAL OF ASPHALT	SF	64	\$320	64	\$320	64	\$320	32	\$160	224	\$1,120	
3	EXCAVATION & PAUL ASPHALT/BASE (1/2" X 1/2")	SF	10	\$500	10	\$500	10	\$500	3	\$150	33	\$1,650	
4	SAWCUT	SF	64	\$320	64	\$320	64	\$320	32	\$160	224	\$1,120	
5	PLACE BORROW MATERIAL IN BULB	CY	72	\$1,440	54	\$1,080	59	\$1,180	35	\$700	220	\$4,400	
6	PREP HOLE FOR TREE (1/2" X 1/2")	EA	4	\$200	4	\$200	4	\$200	2	\$100	14	\$700	
7	EXTRUDED CURB	LF	405	\$4,050	335	\$3,350	345	\$3,450	185	\$1,850	1,270	\$12,700	
8	TRAFFIC CONTROL	SF	405	\$810	335	\$670	345	\$690	105	\$210	1,270	\$2,540	
9	BENCHES	EA	4	\$2,000	4	\$2,000	4	\$2,000	2	\$1,000	14	\$7,000	
10	SIGNING & STRIPING	LS	1	\$2,500	1	\$2,500	1	\$2,500	1	\$2,500	4	\$10,000	
SUBTOTAL STREET BEAUTIFICATION				\$13,360		\$12,940		\$12,280		\$7,600		\$45,170	
IRRIGATION													
ITEM	UNIT	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL	QTY	UNIT PRICE	TOTAL
11	2" DOUBLE DETECTOR CHECK IN VAULT	EA	1	\$500	0	\$0	0	\$0	0	\$0	0	\$0	
12	2" SADDLE	EA	1	\$700	0	\$0	0	\$0	0	\$0	0	\$0	
13	3" SCH. 40 PVC	LF	190	\$300	190	\$300	190	\$300	190	\$300	760	\$1,920	
14	1" SCH. 40 PVC LATERALS	LF	100	\$100	85	\$85	85	\$85	45	\$45	315	\$315	
15	BATTERY IRRIGATION CONTROLLER & BOX	EA	1	\$250	1	\$250	1	\$250	1	\$250	4	\$1,000	
16	IRRIGATION HEADS	EA	3	\$45	4	\$60	4	\$60	2	\$30	13	\$495	
17	SAWCUT PAVEMENT	SF	200	\$400	170	\$340	170	\$340	90	\$180	630	\$1,260	
18	EXCAVATION	CY	33	\$465	31	\$465	31	\$465	27	\$405	122	\$1,090	
19	INSTALL BEDDING AND BACKFILL	TON	45	\$900	43	\$860	43	\$860	37	\$740	168	\$3,360	
20	HOT MIXED ASPHALT	TON	11	\$1,320	10	\$1,200	10	\$1,200	9	\$1,080	40	\$4,800	
SUBTOTAL IRRIGATION				\$5,240		\$3,040		\$3,540		\$3,110		\$15,030	
SUBTOTAL STREET BEAUTIFICATION & IRRIGATION				\$18,600		\$15,980		\$15,820		\$10,710		\$60,200	
SALES TAX (7.0%)				\$1,292		\$1,119		\$1,106		\$750		\$4,270	
SUBTOTAL				\$19,892		\$17,099		\$16,926		\$11,460		\$64,470	
CONTINGENCY (20%)				\$3,978		\$3,420		\$3,385		\$2,292		\$12,894	
SUBTOTAL				\$23,870		\$20,519		\$20,311		\$13,752		\$77,364	
DESIGN (15%)				\$3,581		\$3,078		\$3,047		\$2,063		\$11,604	
TOTAL STREET BEAUTIFICATION & IRRIGATION COST				\$27,451		\$23,597		\$23,358		\$15,815		\$88,968	

NOTE: THE NEW IRRIGATION LATERALS
 CONSIST OF SAWCUT AND NEW TRENCH
 AND BACKFILL ACROSS STREET AND THE
 IRRIGATION MAIN PIPE CONSISTS OF
 SAWCUT AND TRENCH ALONG THE LENGTH
 OF THE STREET

**SWRTPO
Transportation Enhancement Program
Application Form**

Part 4: Certification

Applicant Organization

(To be signed by the Mayor, Chair or Executive Director of the sponsoring agency.)

I certify that WSOT supports the proposed Enhancement
(sponsoring agency)

project, has the legal authority to pledge matching funds, and has the legal authority to apply for Transportation Enhancement funds. I further certify that matching funds are available or will be available for the proposed project. I understand that this is a request for reimbursement through the federal aid system, and that all federal rules for contracting, auditing, and payment will apply to this project.

Signature <i>M. MacKeynold</i>	Date 7/16/2010
Printed Name Merlin G. MacKeynold	Title City Manager
Project Title NW Chehalis Avenue Beautification & Traffic Calming/ Safety Enhancement Project	

Sponsoring Agency

(Must Have Certification Acceptance (CA) Status)

Signature <i>Daniel Cotton For Ken Hash</i>	Date 7/16/2010
Printed Name Kenneth Hash, P.E.	Title SW Region Local Programs Engineer
Project Title NW Chehalis Avenue Beautification & Traffic Calming/Safety Enhancement Project	

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 3, 2012
TO: The Honorable Mayor and City Council
FROM: Becky Fox, Court Administrator
SUBJECT: Amend Parking Ordinance 872-B; Municipal Code 10.08.140

ISSUE

The current Municipal Parking Code, 10.08.140, sets a monetary penalty for failure to respond to a parking infraction that is not in compliance with RCW 46.63.110 (4). In addition, the monetary penalty noted in the current code for failure to respond varies depending on the type of violation.

DISCUSSION

It was recently brought to the court's attention that our current Municipal Parking Code is out of compliance with RCW 46.63.110 (4) because we are assessing a \$35.00 monetary penalty on delinquent parking infractions that are originally \$15.00. The RCW states the following:

“There shall be a penalty of twenty-five dollars for failure to respond to a notice of traffic infraction except where the infraction relates to parking as defined by local law, ordinance, regulation, or resolution or failure to pay a monetary penalty imposed pursuant to this chapter. A local legislative body may set a *monetary penalty not to exceed twenty-five dollars* for failure to respond to a notice of traffic infraction relating to parking as defined by local law, ordinance, regulation, or resolution. The local court, whether a municipal, police, or district court, shall impose the monetary penalty set by the local legislative body.”

Additionally, when reviewing the current code, it was noted that the monetary penalty assessment for failure to respond varies depending on the type of violation. The administration believes this would be a good time to make the penalty the same for all violations to provide consistency in the code. We should also note that it requires the same amount of administrative time to process a violation that is \$5.00 as it does to process a violation that is \$15.00.

RECCOMENDATION/COUNCIL ACTION DESIRED

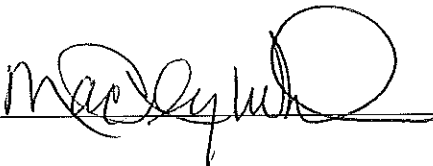
The administration requests that the council suspend the rules requiring two readings of an ordinance.

The administration requests that the council pass Ordinance No. 889-B on first and final reading.

SUGGESTED MOTION

I move that the council suspend the rules requiring two readings of an ordinance.

I move that the council pass Ordinance No. 889-B on first and final reading.

Reviewed by:  _____, City Manager

ORDINANCE NO. 889-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
AMENDING ORDINANCE NO. 872-B; MUNICIPAL PARKING CODE
10.08.140 CIVIL ASSESSMENTS.

WHEREAS, the City Council of the city of Chehalis has determined that in order to be in compliance with RCW 46.63.110, Ordinance No. 872-B should be amended to set a new monetary penalty for failure to respond to a parking infraction within the time period allowed and to provide that the same monetary penalty for failure to respond be assessed on all parking infractions regardless of the violation; now therefore,

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

Section 1. Chapter 10.08.140 shall be amended as follows:

A. Overtime parking – exceeding the established time limit for a designated parking space: \$5.00 for the first (1st) offense in a 24 hour period and \$10.00 for the second (2nd) and/or each subsequent offense within the same 24 hour period.

D. Miscellaneous parking violations as defined by in CMC 10.08.020:
\$15.00 per violation within a 24 hour period.

E. The monetary penalty for failure to respond to a parking infraction within 72 hours of the issuance shall be \$25.00 for each parking infraction regardless of the time period in which the offense(s) occurred and regardless of the violation.

Section 2. The City Clerk shall be, and she hereby is, instructed to amend Chapter 10.08.140 as set forth herein.

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 13th day of February 2012.

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney