

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

March 12, 2012

5:30 p.m.

EXECUTIVE SESSION

- | ITEM | ADMINISTRATION RECOMMENDATION | PAGE |
|--|-------------------------------|------|
| 1. <u>Executive Session Pursuant to RCW 42.30.(1)(g) - Public Employee Review.</u>
(City Manager) | --- | |

Regular Meeting of March 12, 2012

6:00 p.m.

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

2. Call to Order. (Mayor)

3. 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

4. Presentation of Certificates to Larry McGee and Allyn Roe. (Mayor)

CONSENT CALENDAR

5. Minutes of the Special Work Session of February 21, 2012; and the Regular Meeting of February 27, 2012. (City Clerk)

APPROVE

1

6. Vouchers and Transfers. (Finance Manager)

APPROVE

10

7. Award Bids for Rock, Gravel, and Asphalt. (Public Works Director, Street Superintendent)

APPROVE

12

ADMINISTRATION AND CITY COUNCIL REPORTS

8. Administration Reports.

a. Briefing on surplus and demolition of Old Wastewater Treatment Plant. (Public Works Director)

INFORMATION ONLY

9. Council Reports.

a. Councilor reports. (City Council)

INFORMATION ONLY

b. Council committee reports. (City Council)

INFORMATION ONLY

NEW BUSINESS

10. Ordinance No. 891-B, First Reading – Vacating a Portion of SE Hilltop Drive. (Community Development Director)

PASS

14

11. Resolution No. 5-2012, First and Final Reading – Surplus of City Property. (Police Chief)

ADOPT

17

12. Lodging Tax Advisory Committee (LTAC) Recommendation – Request for Tourism Funding. (Councilor Harris, LTAC)

APPROVE RECOMMENDATION OF THE LTAC TO AWARD \$5,000 TO POPE'S KIDS PLACE JAZZ IN JULY EVENT AND \$9,000 TO THE CHEHALIS COMMUNITY DEVELOPMENT DEPARTMENT FOR PHASE 1 OF THE CONCEPTUAL BALL FIELD IMPROVEMENT MASTER PLAN FOR RECREATION PARK

19

NEW BUSINESS

13. <u>Proposed Changes to Council Districts.</u> (Community Development Director)	AUTHORIZE THE ADMINISTRATION TO CREATE AN ORDINANCE CHANGING THE COUNCIL DISTRICTS AS DESCRIBED	38
14. <u>Authorize the Administration to Apply for Recreation/Conservation Office (RCO) Grant for the Outdoor Swimming Pool Redevelopment.</u> (Community Development Director)	AUTHORIZE ADMINISTRATION TO APPLY FOR RCO GRANT	42

**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, MARCH 26, 2012

February 21, 2012

The Chehalis city council met in a work session on Tuesday, February 21, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:02 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; Bill Hillier, City Attorney; Glenn Schaffer, Police Chief; Bob Nacht, Community Development Director; Kelvin Johnson, Fire Chief; and Herta Fairbanks, Public Works Director.

1. **Work Session on Land Use, Zoning, and Code Enforcement.** City Manager MacReynold reported, in previous meetings, questions have come up about how the city administration deals with zoning, permitting, land use and enforcement issues. He felt there may be some disconnect between what is done administratively and what the council might think is being done, and recommended having a work session to have the people who deal with the issues on a day-to-day basis talk about how they approach things and what the processes are.

Bob Nacht talked briefly about zoning, permitting and land use, noting the city was required to plan under the Growth Management Act (GMA). Additionally, there were numerous RCWs, WACs, and case law that direct what the city can and cannot do under the GMA, as it relates to zoning.

Mr. Nacht reported on the following:

- City's Comprehensive Plan
 - last adopted in 2010
 - city is obligated to use this plan for all of its regulatory schemes
- City's Uniformed Development Regulations - Chehalis Municipal Code (CMC) Title 17
 - adopted in 2000 to get all city administrative regulations into one document
 - amended annually
 - consistent with GMA and state law
 - requires a development permit for almost everything; some exemptions may apply
 - 17.09.100 - how things have to be permitted
 - 17.09.150 - appeals process
- Development Review Committee
 - Created in 2000 - CMC 17.09.070
 - comprised of city administrators authorized by the CMC to administer or enforce different regulations of the city
 - designed to make sure everyone at the table reviews everything, and each addresses his or her specific areas of expertise

Councilor Spahr felt the biggest problem was that you have people on one side not wanting certain things to happen, while people on the other side want to do as they please. He believed there were a couple of entities within the city who have created some problems, and the issue seems to be what can be done now that they are established.

City Manager MacReynold stated, from conversations he's had with department directors about the process, they always start out by trying to work with people, which was not the case in other jurisdictions he's worked in. He believed attitude was very important when dealing with someone who wants to get something done.

Councilor Dawes noted one issue brought to the council's attention was how something becomes something that it was never intended to be, and not in the proper area of zoning. He added, what was the use of having any kind of zoning if in the end we don't have any say or the ability to do anything about it.

Mr. Nacht reported, during the first quarter of the year there's an opportunity for the public and staff to submit proposed changes to the land use regulations. He noted, for the most part, they receive staff requested changes to address housekeeping issues, or problematic issues that are identified throughout the year. He indicated there was nothing in the statutes to preclude anyone from requesting other types of changes to the regulations.

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Mr. Nacht reported Title 17, Appendix Chapter "F," provided for 'definitions' relating to the land use (zoning) code, and defined statutorily what constitutes a use or occupancy. He noted there were also a number of definitions in the building code that have to be taken into consideration, as well.

Mr. Nacht reported the State of Washington has created all kinds of WACs and RCWs, one of which states, "In interpreting the Fair Housing Act, it is clear the Federal Judiciary, including the Supreme Court, will not tolerate restrictive definitions of family masked in maximum occupancy limitations where they actually serve to define who constitutes a family rather than to cap the number of individuals per dwelling in the interest of public safety."

Mr. Nacht reported the Uniform Building Code defines an R-3 residential occupancy as a single-family residence. He added there is a difference between R-1 zoning and R-3 occupancy, but they were essentially one in the same. Mr. Nacht noted the following:

- R-1 zoning - single-family residential zoning, lower density. In the building code an R-3 residential occupancy is an occupancy group and has nothing to do with zoning, but the designators were similar.
- R-3 residential occupancy - single-family residence, by definition, allows congregate living facilities with sixteen or fewer persons and adult care within a single-family home. Adult family homes and family child daycare homes are permitted to comply with the international residential code.
- A family defined in the city zoning ordinance, which is allowed to be in a single-family residence, is an individual or two or more persons related by blood, marriage, foster placement, or adoption, or a group of six or fewer persons who may be unrelated and such group is not required to be licensed by the state, living together as a single housekeeping unit. This definition was adopted to be consistent with requirements of the GMA, RCWs and WACs that are applicable.

Mr. Nacht reported, if they receive a complaint about several people living in a home that are not related they first look to see if there are six or fewer, and if so, there is nothing the city can legally do for that particular situation. He noted that was not to say there aren't other issues to address, such as the number of vehicles and/or other nuisances.

Mr. Nacht reported, typically, boarding houses are not required to be licensed by the state, and if they do run into something that requires state licensing, that issue would need to be addressed. He stated in some cases they can address what someone is doing through zoning criteria, conditions, and such, but in most cases they have to address it through the city's nuisance ordinance.

Councilor Taylor asked if he could rent rooms out of his single-family residence to six different people. Mr. Nacht reported the broad-brush answer would be yes, but without having all the specifics, he couldn't answer that. He stated there were several things that would have to be investigated to determine if there were any violations.

Councilor Taylor inquired about turning a house into an apartment building. Mr. Nacht stated if you turn a house into an apartment it requires multi-dwelling units, which you cannot do in a single-family zone. He suggested there were state requirements that influence how far you can change a 'definition' and get away with it under growth management.

Mayor Ketchum asked about the nuisance regulations to address violations. Mr. Nacht reported CMC 7.04.130 listed numerous nuisance conditions based on behavior as opposed to zoning. He noted the biggest thing they deal with was being able to demonstrate or have evidence that something is actually being violated. Mr. Nacht stated under state statute they cannot go onto private property without permission.

Councilor Pope reported he had concerns when four or five individuals who come with criminal records decide to live together in one dwelling. He believed if the community felt threatened, the city should have a right to protect it. Mr. Nacht stated that particular situation would be addressed under the state statute.

Councilor Taylor noted there was a situation at one location in town where they were accepting people with criminal records, adding it seemed like the city had a hard time taking care of it based on the Americans with Disability Act. He suggested it would be nice if they could protect neighborhoods from those types of situations before they happen.

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Mr. Nacht reported the city is relegated to identify issues, which in some cases is after the fact. City Manager MacReynold felt part of the problem was, if someone sees a situation or someone violating the law they don't usually report it because they don't want to get involved. Councilor Harris believed that was because too often it puts neighbor against neighbor.

Councilor Spahr suggested felons and sexual predators had the right to live someplace, but wondered if by allowing them to go into a home where they are all grouped together, unsupervised, was creating a more dangerous situation. City Attorney Hillier reported there were state regulations that would compel the owner of such a facility to meet certain criteria.

Police Chief Glenn Shaffer reported they need to tread lightly when it comes to people who have been released from jail, or who have felony convictions. He noted if you have sex offenders or individuals released from custody under a level of supervision, the conditions under which they are released are dictated by the Department of Corrections (DOC). Chief Schaffer stated when they run into situations of concern they contact DOC to let them know what's going on and DOC looks into it. He reported individuals being released from jail or prison having completed their terms, and are no longer on supervision, cannot be regulated as to where they go, or stay.

Chief Schaffer talked briefly about 'probable cause,' noting without proof or being able to go onto private property, it is very tricky to prove something is going on. He stated as much as they think they might know what's going on inside a residence it does not lead them to a level of probable cause that would allow them to take enforcement action.

Public Works Director Herta Fairbanks talked briefly about the areas that public works was tasked with under Titles 12 and 13. She noted their primary oversight included streets, sidewalks, public places and public services. Ms. Fairbanks noted the following responsibilities of the public works department:

- Ensure streets are being used in a proper manner
- Oversee approval for street events and right-of-way use through the DRC process
- Permitting use of sidewalks for various functions
- Regulate the manner in which individuals, homes, and businesses connect to public services, such as the city's water, sewer and storm systems
- Civil plan review for engineering and development of sites

Councilor Dawes briefly described a past situation that had gone bad, where the city ended up having to pay to have it corrected. He hoped the departments would be more pro-active in the future, to take care of situations before they become a problem.

City Manager MacReynold believed at times the city has chosen to be the 'nice guys' when dealing with something after the fact, and it usually ends up biting us and costing the city money. He stated he'd heard from many of the senior council members that they want the city to be a 'business friendly community,' but with the different conflicts and conflicting interests, it was a pretty tough walk. City Manager MacReynold suggested at times they may need to take a different approach on how they deal with violations.

Councilor Lund stated it was nice that the DCR had changed some of their ways regarding blocking off sidewalks and streets. He believed there was still room for improvement with reference to blocking the streets and parking during events, such as the parade. Councilor Lund felt it hurt the businesses, and just because it was done that way in the past didn't mean they had to continue doing it that way. He suggested staff should be talking more to the business owners about blocking the streets for events.

Councilor Harris reported he found that people who are given the most are usually the ones that come back and grab more, thank less, and end up becoming most of the problem. He suggested, when it comes to regulations, he would rather stick with a black and white system. Councilor Harris stated he was getting a little tired of watching people take advantage of situations they have placed themselves in because they are trying to get away with things. He suggested better defined regulations.

Councilor Taylor agreed with Councilor Harris, but added not everything was black and white, or the same.

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Councilor Lund believed Mr. Nacht used common sense when it comes to enforcing the regulations, adding he figures out how to get it done and works with the people.

Fire Chief Kelvin Johnson talked briefly about fire code and enforcement, and noted the following:

- Deals directly with the building department on code enforcement
- Actively involved with initial plans as they pertain to fire suppression, alarm systems, hydrant distribution, and access
- Have the legal authority to go inside businesses as deemed necessary to make fire code inspections
- Have no means of access to go into a private residence, unless they are invited
- Only have the legal right to inspect the common areas of an apartment building
- Provide public education on how to best take care of businesses and homes
- Potential for liability issues if they don't follow the rules that are set

Chief Schaffer reported, with regard to the concept of enforcement, it really wasn't black and white. For instance, patrolling was all about discretion, and that discretion would be dependent on what the goal was. Chief Schaffer felt the same discretion had to come into play when dealing with zoning and building code enforcement.

Chief Schaffer reported the police department's involvement with the DRC, included:

- Nuisance issues – defined under CMC 7.04; top eight issues dealt with on a daily basis include: garbage, obstruction to the right-of-way, unoccupied buildings, signs, grass and weeds, inoperable vehicles, and storing of junk
- Assist DRC to add input into issues and permits that deal with public safety; traffic obstructions; events that involve alcohol; and situations that might require additional law enforcement services
- Involved in the enforcement aspect of the DRC process

Chief Schaffer reported the good news was, about 90 percent of the issues are dealt with through phone calls or letters. He noted there were only a handful of citations given out in 2011 concerning nuisance issues.

City Attorney Hillier brought up the issue of the two to four percent that simply tell the enforcement team to stuff it. He reported there was some recourse in the city code that suggests at some point it's on the city to go out and take care of the issue, and then put a lien on the property. City Attorney Hillier stated this ends up costing the city money, which it does not have funding set aside for. He suggested the council might want to consider setting up a fund to fund such projects in the future.

Councilor Dawes summarized his thoughts by stating the council was the one who holds the key. He felt discretion was one of the best tools you can have in law enforcement, adding there was no such thing as black and white. Councilor Dawes brought up the issue of giving direction to the administration and then turning around and getting after them for doing what they've been asked to do, just because someone who may be considered prominent in town comes to one of them to complain. From his perspective, they need to make sure they don't do that because it makes the whole city look bad and doesn't support the staff.

Councilor Spahr felt the discussion was good and suggested there were some people who needed to watch the meeting, so they can have a better understanding of how the system works.

Councilor Lund brought up the issue of insurance companies, asking if staff could educate them on the codes, so they could educate their clients. Chief Johnson stated he was never opposed to going and talking with any group about any of the particulars. He noted they try to encourage business people to talk with their insurance company to see what kind of breaks they can get for having certain things in their buildings, such as a sprinkler system.

Councilor Dawes brought up the issue of covenants and annexing in areas outside the city, wondering how the code would affect those areas. City Attorney Hillier stated, if there are activities that give rise to a violation, the city could act on those. Mr. Nacht reported, during the annexation process, the city would have to go through and assign the same zoning requirements to the annexed area. He noted the city currently had an interlocal agreement with Lewis County that gives the city the

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opportunity and obligation to pre-zone areas outside the city limits. Mr. Nacht indicated the county has already adopted the city's development regulations for application in the urban growth areas.

Councilor Dawes asked if the covenants would go away if annexed. City Attorney Hillier reported they would not, adding they are for the period of time they are created for and they also have the right to extend them.

Councilor Spahr suggested there was no magical answer, and if anybody had any good ideas the council was listening.

City Manager MacReynold stated, if there was something the council would like looked at specifically, they could write down their concepts and give them to the administration to see what could be done administratively.

There being no further business to come before the council, the meeting adjourned at 6:43 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the special work session of February 21, 2012.

February 27, 2012

The Chehalis city council met in regular session on Monday, February 27, 2012, in the Chehalis city hall. Mayor Pro-tem Harris called the meeting to order at 6:00 p.m. with the following council members present: Dr. Isaac Pope, Daryl Lund, Chad Taylor, and Dennis Dawes. Mayor Tony Ketchum and Councilor Bob Spahr were absent (excused). Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; Brian Kelly, Assistant City Attorney; Glenn Schaffer, Police Chief; Eva Lindgren, Finance Manager; Bob Nacht, Community Development Director; Herta Fairbanks, Public Works Director; Rick Sahlin, Street Superintendent; and Dave Vasilaukas, Water Superintendent. Members of the media included Kyle Spurr from *The Chronicle* and Michael Preston from KELA/KMNT.

1. **Conduct Public Hearing on Petition to Vacate a Portion of SE Hilltop Drive.** Bob Nacht reported the agenda report had all of the particulars, and offered to answer any questions the council might have concerning the configuration, process, or anything of that nature. He noted, to date, they had not received any comments from the public on the issue.

Mayor Pro-tem Harris closed the regular meeting at 6:02:21 p.m. and opened the public hearing. There being no public comment, Mayor Pro-tem Harris closed the public hearing at 6:02:39 p.m. and reopened the regular meeting.

Mr. Nacht requested the council to direct staff to prepare an ordinance to affect the vacation as described in the petition, and bring it back to the council for consideration at the next meeting.

Councilor Pope moved that the council direct the administration to draft an ordinance for council consideration to vacate a portion of SE Hilltop Drive, as described in the petition.

The motion was seconded by Councilor Dawes and carried unanimously.

2. **Employee Service Award.** Mayor Pro-tem Harris presented Street Superintendent Rick Sahlin with a certificate of recognition and appreciation for 30 years of dedicated service to the city.

3. **Senior Programs at Twin Cities Senior Center.** Melissa Hill, Lewis County Senior Programs Assistant Director, briefed the council on the senior program at the Twin Cities Senior Center. She noted the Catholic Community Services had been providing senior programs in Lewis County since January 2010.

Ms. Hill reported the five senior centers owned by Lewis County provide four main programs, which included: a congregate lunch program (federally funded to a degree by the Older Americans Act); Meals on Wheels (home delivered meals); a transportation program (limited funding through the Older Americans Act); and the Senior Centers (primarily funded by the county and other contributions received from the city, miscellaneous donations, and fundraisers).

Ms. Hill provided the council with the latest Senior Dynamics publication, as well as some 2011 statistics regarding the number of clients who live in Chehalis that use their services; information on their budget; and a flyer describing each of their programs.

Mayor Pro-tem Harris thanked Ms. Hill, adding the services provided were very important to a lot of people in Lewis County.

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

- a. Minutes of the regular meeting of February 13, 2012; and
- b. Claim Vouchers No. 102264-102396 and EFT No.12012 in the amount of \$244,764.05 dated February 15, 2012.

The motion was seconded by Councilor Pope and carried unanimously.

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5. Administration Reports.

a. January Financial Report. Eva Lindgren talked briefly about the January financials. She noted the report did not include any of the pre-paid insurance premiums that are normally booked each month because they were still waiting on some information from Washington Cities Insurance Authority.

Ms. Lindgren reported the council should have received their 2012 budgets the previous week. She noted a copy of the budget was available for viewing on the city's website, and at the city clerk's office.

Ms. Lindgren reported the January 2012 sales and use taxes were lower than what was received in January 2011. She felt this was due to an overpayment in January 2011, which was corrected later in the year.

Ms. Lindgren didn't have any comments with regard to the utility funds, but offered to answer questions.

6. Council Reports.

a. Update From Councilor Dawes. Councilor Dawes reported he attended the Business After Hours at the Great Wolf Lodge, which was well attended. He noted on February 21 the North Lewis County Regional Fire Authority Planning Committee gave a presentation on the regional fire authority concept to the Chehalis Industrial Commission, adding they were happy to see the governments looking at the idea and wanted to know what they could do to help when it comes time.

Councilor Dawes reported the Lewis County Historical Museum's next board meeting was scheduled for March 6. They also had a Bylaws Committee meeting scheduled for Wednesday, March 7, and on March 12 they planned on having a mortgage/loan paper burning party at noon. He indicated they were also down to three or four candidates for the permanent museum director position.

Councilor Dawes felt they had turned a very bad situation into a positive situation in a little over three months, adding a lot of thanks had to go to the folks who have volunteered their time to help get things back on the right foot.

Councilor Dawes commented on some articles recently written about the training/meeting between the flood authority and the Chehalis Tribe. He noted his understanding was that it was billed as a meeting on how to get along with the Tribe, however, no one from the Tribe showed up to the meeting. Councilor Dawes found it ironic that the folks who did attend ended up getting a black eye because the meeting was closed to the public. He felt the articles served as a reminder to all of them that there are many things representatives of the city can do to violate the Open Public Meetings Act. Councilor Dawes stated, as one person from the council, he hoped that any representative of the city would excuse themselves from any similar situation in the future.

b. Update From Mayor Pro-tem Harris. Mayor Pro-tem Harris reported he recently attended a Chehalis Basin Partnership meeting along with Lewis County Commissioner Bill Schulte, noting it was a rather innocuous meeting.

7. Resolution No. 4-2012, First and Final Reading - Approving the Sale of Property and Authorize the Airport Governing Chairman to Sign Quit Claim Deed for Conveyance of Property. Lewis County Public Works Director Tim Elsea reported, on December 12, 2011, the county made a presentation to the council regarding the issue. He noted they were working with the city council, county commissioners, and the airport board to provide a sale of property and other assurances for a project that was going through.

Mr. Elsea indicated the county needed right-of-way for the Airport Road Improvement Project from National Frozen Foods; National Frozen Foods needed to ensure they had irrigation land in perpetuity, so they could keep jobs in Chehalis; and the Airport needed aviation easements. He indicated they were able to accomplish all three things with an agreement, and tonight they were asking for the city to authorize the Airport Board Governing Body Chairman to sign the quit claim deed for conveyance of property from the airport to National Frozen Foods, and to declare the 41.82 acres surplus. Mr. Elsea reported the property was purchased at the same time other property was purchased with FAA funds, but noted the piece they were requesting to surplus was not purchased with FAA funds, therefore, was not subject to any restrictions.

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Councilor Dawes asked if the airport manager had the authority, or did it have to be an executive person, such as a county commissioner, board chairman, or city manager. Mr. Elsea reported they met with City Attorney Bill Hillier and their attorney, and it was determined that the city has the authority to convey the authority to the Airport Board Chair.

Councilor Taylor moved that the council adopt Resolution No. 4-2012 on first and final reading.

The motion was seconded by Councilor Pope and carried unanimously.

8. Resolution No. 2-2012, First and Final Reading – Adopting the Chehalis Water System Plan (WSP). Herta Fairbanks reported the administration was requesting the council to adopt the WSP, so it can be submitted to the Department of Health (DOH) for final approval. She noted DOH would not approve it until council first adopts it. Ms. Fairbanks reported, from the administration's perspective, the plan was final and upon adoption the resolution would be included as an appendix to the plan and sent to DOH. She noted they had confidence, in addition to the unofficial blessing of DOH, that approval would be granted rapidly and without any additional comments.

Ms. Fairbanks reported, since finalizing the plan, Office Manager Judi Smith had retired; therefore, they would need to make a correction to the organizational chart on page 2-3 to reflect the name of their new office manager, Nichole Paulis.

Ms. Fairbanks reported on the Capital Improvement Program in Chapter 11, noting it detailed what capital improvements the administration felt are going to be necessary for the water system between now and the end of the planning period. She noted they also looked 20 years out to see what other improvements might be necessary based on some rough estimates of projects, system demands and infrastructure age.

Ms. Fairbanks reported the plan took a little longer than anticipated, by virtue of the water system planning process and staff changes at DOH. She noted the plan would expire in 2015.

Councilor Taylor asked if there was a reason why they don't start the six-year time period from the time the plan gets adopted. Ms. Fairbanks reported it takes a lot of effort to create the plan with all of the inter-locking and inter-related pieces. She stated they could have taken the time to update the demand forecast, modeling and capital improvements, but it would have cost the city \$25,000 to \$30,000 to do it, so they made the decision to stick with what they already submitted. Ms. Fairbanks noted, once they get the 2011 plan approved, they would work towards making it more efficient the next time around.

Councilor Taylor moved that the council adopt Resolution No. 2-2012 on first and final reading, adopting the 2011 City of Chehalis WSP and direct the administration to submit the final plan to DOH for approval.

The motion was seconded by Councilor Lund and carried unanimously.

9. Resolution No. 3-2012, First and Final Reading – Adopting the Chehalis Parks, Recreation, and Open Space (PROS) Plan. Bob Nacht reported the PROS plan was distributed to the council prior to the last meeting for review and comment. He stated the administration was requesting the council adopt the plan by resolution.

Mr. Nacht reported the executive summary was adopted in the Chehalis Comprehensive Plan last year. He noted the plan had been sitting on the shelf over the last year going through staff review and was now being presented in an effort to support a grant application by the Chehalis Foundation.

Mr. Nacht stated there's been a lot of discussion regarding the population projections noted in the plan, and the finances required on account of those projections. He noted all the population projections used in the planning effort were mandated by the Growth Management Act, to use the Office of Financial Management population projections as adopted by Lewis County. Mr. Nacht noted the city must use those numbers. He also pointed out that within the plan there was opportunity to adjust how we deal with the issues that are articulated in the plan.

Councilor Dawes moved to adopt Resolution No. 3-2012 on first and final reading.

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The motion was seconded by Councilor Pope and carried unanimously.

10. **Ordinance No. 890-B, First and Final Reading – Extending the Six-Month Moratorium on Medical Marijuana and Dispensaries.** City Manager MacReynold reported the issue before the council was prompted by a work session held during the previous meeting. He noted, initially, the council talked about a one-year moratorium; however, after further review and research by the City Attorney, it was found to be better for the city to extend the current moratorium for another a six months. City Manager MacReynold encouraged council's consideration of the resolution.

Councilor Dawes moved that the council suspend the rules requiring two readings of an ordinance.

The motion was seconded by Councilor Pope and carried unanimously.

Councilor Dawes moved to pass Ordinance No. 890-B on first and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:33 p.m.

Mayor

Attest:

City Clerk


SUGGESTED MOTION


I move that the council approve the minutes of the regular city council meeting of February 27, 2012.

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 29, 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:

1. Claim Vouchers No. 102397 through 102508 in the amount of \$87,941.43 dated February 29, 2012 and the transfer of \$41,550.95 from the General Fund, \$260.30 from the 1982-93 Community Development Block Grant Fund, \$23,756.95 from the Wastewater Fund, \$17,390.37 from the Water Fund, \$106.62 from the Storm & Surface Water Utility Fund and \$4,876.24 from the Firemen's Pension Fund.


2. Claim Voucher No. 102509 in the amount of \$200.00 dated February 29, 2012 and the transfer of \$200.00 from the General Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED



The administration recommends that the council approve the February 29, 2012 Claim Vouchers No. 102397 through 102508 in the amount of \$87,941.43 and Claim Voucher No. 102509 in the amount of \$200.00

SUGGESTED MOTION

I move to approve the February 29, 2012 Claim Vouchers No. 102397 through 102508 in the amount of \$87,941.43 and Claim Voucher No. 102509 in the amount of \$200.00

Reviewed by:  _____, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 29, 2012
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Payroll Vouchers No. 35431 through 35499, Direct Deposit Payroll Vouchers No. 2943 through 3014, and Electronic Federal Tax Payment No. 108 in the amount of \$670,404.22 dated February 29, 2012, and the transfer of \$480,224.32 from the General Fund, \$7,751.64 from the Arterial Street Fund, \$15,206.49 from the Gambling Enforcement Fund, \$72,370.93 from the Wastewater Fund, \$72,975.34 from the Water Fund, \$16,291.20 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 February 29, 2012, Payroll Vouchers No. 35431 through 35499, Direct Deposit Payroll Vouchers No. 2943 through 3014, and Electronic Federal Tax Payment No. 108 in the amount of \$670,404.22.

SUGGESTED MOTION

I move to approve the February 29, 2012, Payroll Vouchers No. 35431 through 35499, Direct Deposit Payroll Vouchers No. 2943 through 3014, and Electronic Federal Tax Payment No. 108 in the amount of \$670,404.22.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: March 5, 2012
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks Public Works Director
Rick Sahlin Street / Strom Superintendent
SUBJECT: Bids for Rock, Gravel, and Asphalt

ISSUE

Bids for rock, gravel, and asphalt to be used by the city in 2012 have been received and tabulated. A list of the bids and tabulations is attached. This information is being presented for the council's review and consideration.

DISCUSSION

The administration recently advertised for rock, gravel, and asphalt bids. We received bids from six companies for various materials that are anticipated to be needed for maintenance by public works and other city departments in 2012. The bids are based on the materials being picked up by the city at the bidders' sites. The bid award recommendations for the various materials are also listed on the evaluation sheet.

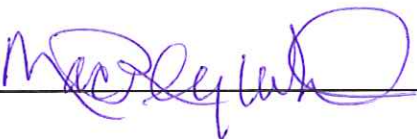
Please note that the administration placed a restriction that all pick-up locations were required to be within 12 miles of Chehalis City Hall because of the high costs of fuel. In addition, there are two different asphalt companies recommended for the same bid items but the prices are different. This is due to having two asphalt companies submitting bids, which is beneficial as it increases our chances to obtain asphalt when needed and not when their plants are in service. One of the asphalt bidders added an escalation clause on their submittal due to possible increases in the cost of asphalt oil.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council award the bids for the various materials to the bidders as recommended on the attached 2012 Rock, Gravel, and Asphalt Bid - Evaluation Sheet.

SUGGESTED MOTION

I move that the council award the bids for the various materials to the bidders as recommended.

REVIEWED BY:  _____, CITY MANAGER

2012 Bid Results Rock & Asphalt		*Lakeside	Quality Rock Products	Alderbrook Quarry Inc.	**Northfork Const.	Sterling Breen Crushing	Martin Sand and Gravel Inc.
1	Snow Sand 3/8"	-	-	8.50	-	8.00	8.50
2	Snow Sand 1/4"	-	-	8.50	-	-	8.50
3	1/4" - Crushed Screenings	-	-	9.00	-	-	8.50
4	3/8" No. 10 Crushed Screenings	-	-	10.00	-	9.00	12.00
5	1/2" - 1/4" Crushed Screenings	-	-	9.00	-	8.00	12.00
6	5/8" - 1/4" Crushed Screenings	-	-	9.00	-	8.00	-
7	Ballast	-	4.50	7.25	-	6.90	6.00
8	Crushed Surfacing Base Course	11.00	7.00	1 1/4" minus 7.50	-	6.90	8.50
9	Crushed Surfacing Top Course	11.00	7.00	5/8" minus 7.75	-	7.25	8.50
10	Quarry Spalls	-	-	8.50	-	-	-
11	Rip Rap	-	-	12.00	-	-	-
12	1 1/2" Drain Rock	-	7.00	8.25	-	6.90	5.75
13	3" Minus Rock	-	-	7.00	-	6.90	7.75
14	Pea Gravel	-	7.00	-	-	6.50	7.00
15	Sand, Washed	-	7.00	-	-	7.25	5.75
16	_____(size) Pit Run Rock	-	(8") 4.50	(12" minus) 6.00	-	(8") 5.50	(6") 4.50
17	Asphalt Concrete Class "B"	*71.00	-	-	**72.00	-	-
18	Asphalt Concrete Class "G"	*71.00	-	-	**72.00	-	-
19	Asphalt Cold Mix Patch Material - EZ	*115.00	-	-	-	-	-

*Lakeside Industries Inc. reserves the right to adjust prices in the event of oil escalation

**Northfork – Note: 17. = or HMA Class 1/2"; 18. = or HMA Class 3/8"

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
DATE: March 5, 2012
SUBJECT: Ordinance No. 891-B; Vacating a Portion of Excess Right-of-Way of NE Hilltop Drive

ISSUE

This ordinance will vacate a portion of the excess right-of-way of NE Hilltop Drive.

DISCUSSION

The city received a petition signed by all of the property owners abutting the subject portion of the street. The Council conducted a public hearing on the petition, and no comments were submitted. The council then directed the administration to prepare an ordinance for council consideration to vacate the subject area.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council pass Ordinance No. 891-B on first reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 891-B on first reading.

Reviewed by  _____ City Manager

ORDINANCE NO. 891-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
PROVIDING FOR THE VACATION OF A PORTION OF NE
HILLTOP DRIVE; PROVIDING FOR A UTILITY EASEMENT ON
SAID VACATED PORTION AND PROVIDING THAT THIS
VACATION SHALL BE EFFECTIVE ONLY UPON SUCH DATE AS
THE OWNER OF THE REAL PROPERTY ABUTTING SAID
VACATION SHALL COMPENSATE THE CITY OF CHEHALIS IN
AN AMOUNT EQUAL TO THE VALUE OF SAID VACATED
RIGHT-OF-WAY.**

Whereas, the city of Chehalis received a petition from Ron Leventon and Jeff Mecca for vacation of a portion of NE Hilltop Drive more particularly described in said petition; and,

Whereas, pursuant to RCW 35.79.010, the city Council of the city of Chehalis did, at a regularly scheduled meeting on the 23rd day of January, 2012, adopt Resolution No. 01-2012, setting the date of February 27, 2012, at the hour of 6:05pm as the time for a public hearing on said petition, which date was not less than twenty (20) days nor more than sixty (60) days after the adoption of said Resolution; and,

Whereas, The city Council of the city of Chehalis held a public hearing to consider said petition on the 27th day of February, 2012, after due notice to the owners of all property abutting and adjacent to the area identified in said petition as required by law; and,

Whereas, the city of Chehalis must provide for utility service to all properties in the vicinity, including provisions for utilities provided by others; now, therefore,

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

Section 1.

The following described right-of-way situate within the city of Chehalis, Lewis County, Washington, to-wit:

LEVENTON Portion of SE Hilltop Dr.
To be Vacated

That portion of SE Hilltop Drive, in the S.S. Sanders Donation Land Claim (D.L.C.), described as follows: Beginning at the Southeast Corner of Lot 1 of Block F of Park Hill Addition as recorded in Volume 1 of Plats, Page 114, records of Lewis County, Washington; thence N47°17'27"W along the southerly line of Lots 1 and 2 of said Block F a distance of 106.17 feet, to the Southwest Comer of Lot 2 of said Block F; thence S56°55'50"W a distance of 30.95 feet; thence S47°17'27"E a distance of 110.84 feet to the East Line of said Park Hill Addition; thence N48°18'24"E along said East Line a distance of 30.14 feet to the Point of Beginning.

Containing approximately 3,255 square feet and valued at \$10,904.25

MECCA Portion of SE Hilltop Dr.
To be Vacated

That portion of SE Hilltop Drive, in the S.S. Sanders Donation Land Claim (D.L.C.), described as follows: Commencing at the Southeast Comer of Lot 1 of Block F of Park Hill Addition as recorded in Volume 1 of Plats, Page 114, records of Lewis County, Washington; thence N47°17'27"W along the southerly line of Lots 1 and 2 of said Block F a distance of 106.17 feet, to the Southwest Comer of Lot 2 of said Block F; thence S56°55'50"W a distance of 30.95 feet to the True Point of Beginning; thence S47°17'27"E a distance of 110.84 feet to the East Line of said Park Hill Addition; thence S48°18'24"W along said East Line a distance of 30.14 feet to the Northeast Corner of Lot 14, Block E of said Park Hill Addition; thence N47°17'27"W along the northerly line of Lots 14 and 13 of said Block E, a distance of 115.50 feet to the most northwesterly comer of said Lot 13; thence N56°55'50"E a distance of 30.95 feet to the True Point of Beginning.

Containing approximately 3,581 square feet and valued at \$11,996.35

shall be, and the same hereby is, vacated.

Section 2.

The city of Chehalis shall retain an easement and the right to grant easements over, under and across said vacated portion of right-of-way for the provision of utility services.

Section 3.

This ordinance shall become effective only upon the date that the owners of the real property adjacent and abutting said vacated rights-of-way shall compensate the city of Chehalis in an amount equal to the value of the rights-of-way so vacated.

PASSED by the City Council of the city of Chehalis, Washington, and **APPROVED** by it's mayor this 12th day of March, 2012.

Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: February 27, 2012
TO: The Honorable Mayor and City Council
FROM: Glenn R. Schaffer, Chief of Police
SUBJECT: Resolution No. 5-2012 - Surplus Property

ISSUE

The Chehalis Police Department has certain property that is no longer used or needed. State law requires that property must first be declared surplus by the city council before being sold, traded, transferred to another agency, or otherwise disposed of.

DISCUSSION

At this time the Police Department has several vehicles that are not being utilized and are extremely old. We would like to declare these vehicles surplus, so they can be disposed of. Following is the list of vehicles that are no longer needed:

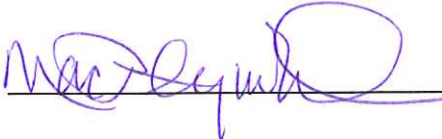
2003 Ford, Crown Victoria Vin #2FAFP71W53X108644, License #33728D
2001 Ford, Crown Victoria Vin #2FAFP71WX1X189153, License #33042D
2004 Ford, Crown Victoria Vin #2FAHP71W64X145129, License #40017D
1996 Ford Van, Vin #1FBHE31H3THB0458, License #39112D

RECOMMENDED/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 5-2012 on first and final reading.

SUGGESTED MOTION

I move that the council adopt Resolution No. 5-2012 on first and final reading.

Reviewed by:  _____, City Manager

RESOLUTION NO. 5-2012

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND DIRECTING THE SALE AND DISPOSITION THEREOF.

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

Chehalis Police Department:

1. 2003 Ford, Crown Victoria Vin # 2FAFP71W53X108644, License #33728D
2. 2001 Ford, Crown Victoria Vin # 2FAFP71WX1X189153, License #33042D
3. 2004 Ford, Crown Victoria Vin # 2FAHP71W64X145129, License #40017D
4. 1996 Ford Van, Vin # 1FBHE31H3THB0458, License #39112D

Section 2. The personal property described herein shall be disposed of by the City Manager.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 12th day of March, 2012.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 22, 2012

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee
Terry Harris, Council Member (LTAC Chair)
Rick Burchett, Chehalis-Centralia Railroad & Museum
Todd Chaput, Holiday Inn Express & Suites
Chip Duncan, Veterans Memorial Museum
Natalie Ketchum, Best Western Plus Park Place Inn & Suites
Satpal "Paul" Sohal, Chehalis Inn
Jim Valley, Centralia-Chehalis Chamber of Commerce

SUBJECT: Lodging Tax Advisory Committee Recommendation – Request for Tourism Funding

ISSUE

The Lodging Tax Advisory Committee (LTAC) held a special meeting on February 22 to review two requests for tourism funding from Pope's Kids Place and from the city's Community Development Department. Please refer to the attached funding applications.

DISCUSSION

The committee heard two requests for tourism funding. The minutes from the meeting are attached for your information.

The first request was from Pope's Kids Place for their Jazz in July event. The \$5,000 funding request would be used for marketing and promotion, and musicians for the event.

The second request was presented by the city's Community Development Department to begin the process of enhancing the city's parks facilities to better accommodate sports programs. The request was directed by the city council. The first phase of the overall project is \$9,000.

There is sufficient funding in the tourism fund to support both requests and retain a reserve of \$33,141.

RECOMMENDATIONS/COUNCIL ACTION DESIRED

The Lodging Tax Advisory Committee recommends that the council approve its recommendation to award \$5,000 to Pope's Kids Place Jazz in July event and \$9,000 to the city's Community Development Department to fund Phase 1 of the Conceptual Ball Field Improvement Master Plan for Recreation Park.

SUGGESTED MOTION

I move that the council approve the recommendation of the Lodging Tax Advisory Committee to award \$5,000 to Pope's Kids Place Jazz in July event.

I move that the council approve the recommendation of the Lodging Tax Advisory Committee to award \$9,000 to the city's Community Development Department for Phase 1 of the Conceptual Ball Field Improvement Master Plan for Recreation Park.

Reviewed by  _____, City Manager

CITY OF CHEHALIS

350 N. Market Boulevard Room 101
Chehalis, Washington 98532
(360) 345-1042 / Fax (360) 748-0651
www.ci.chehalis.wa.us



2012 Hotel/Motel Lodging Tax Funding Request Application

The City of Chehalis Lodging Tax Advisory Committee (LTAC) is accepting applications for requests for lodging tax funding for calendar year 2012. The City only considers applications from non-profit organizations or government entities. Following the application deadline, the LTAC will make its recommendations to the Chehalis City Council who will make the final funding award decisions. The City reserves the right to appropriate all or a portion of the Hotel/Motel Lodging Tax or reserve it for city projects that fall within the allowable uses of the fund. Questions should be directed to the City Manager's Office at 360-345-1042.

SUBMIT APPLICATIONS TO:

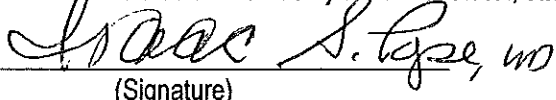
**Chehalis City Manager's Office
350 N. Market Boulevard
Chehalis, WA 98532
by 5:00 p.m. on Friday, August 26**

Required documents checklist:

- One (1) original application _____
- Nine (9) copies of the application _____
- Copy of total budget – please specify current or next year _____
- Copy of annual report last filed with the Washington Secretary of State _____

Tourism Promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists. (RCW 67.28)

City of Chehalis
2012 Hotel/Motel Lodging Tax Funding Request Application

Applicant Information and Certification	
Organization Name	Pope's Kids Place "Jazz in July"
Contact Person / Title	Isaac S Pope MD / Committee member
Mailing Address	1631 SW Gails Ave Chehalis WA 98532
Phone	H 360 748-3202 C 360 269-1223
E-mail	ikeandjo@comcast.net - home
Organization is:	<input checked="" type="checkbox"/> Non-Profit Federal 501c3 or 501c6 # 91-1685519 <input type="checkbox"/> Government Agency <input type="checkbox"/> Other _____
Certification: The applicant hereby certifies and affirms that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap, and further certifies and affirms that it will abide by all relevant local, state, and federal laws and regulations.	
Certified by:	 (Signature)
Title:	_____
Print or type name:	Isaac S. Pope Date: 2-20-2012

Project Summary – Describe activity, project or event. What is the time frame for the activity, project or event?

Jazz in July provides the opportunity for this community to enjoy wine and food, participate in a silent auction while listening to some of the finest Jazz musicians in the Pacific Northwest. We intend to expand our promotional and marketing activities to attract attendance from outside the area. The 2012 Jazz in July will be held July 27, 2012 as the kick-off event for JazzArtique. This event will set the stage for the entire weekend.

Benefit to City of Chehalis – How does this request directly benefit the promotion of Chehalis and its local tourist-oriented attractions, museums, motels and businesses? (Example: number of heads-in-beds; event contribution to local tax revenues; local attraction/business participation opportunities).

Jazz in July has put heads in beds every year since 2001; people come from the Seattle and Portland areas to take part in this event. These individuals shop at local stores and eat in local restaurants. We have always used the Chehalis motels. Many local businesses have participated in Jazz in July over the years, including Advocate Printing for posters and flyers, local wineries; food and supply vendors and other businesses.

With our new affiliation with JazzArtique we expect to increase the number of people coming, and staying, in the Chehalis area for a minimum of one night. We will be selling tickets for three different jazz events (Jazz in July, Michael Powers and the Total Experience Gospel Choir). It is expected that many of the out-of-town attendees will purchase the three-day event package and stay for a minimum of two nights.

Musicians and out-of area-entertainment, such as Sylvia O'Stayformore (whose troupe added over \$4000 to the local economy the last time they performed at the Fox), will be spending the night/s and putting additional heads in beds.

Marketing and Promotion – *The primary target audience for marketing/promotion must be tourists living outside of Lewis County. Describe how you intend to market and promote the activity/project/event outside of Lewis County.*

Radio – In order to target tourists, Jazz in July will purchase radio ads on KPLU public broadcasting, with listenership from Lewis to King County. Ads will also be purchased on Mixx 96 in Thurston County. This station has a broad listenership in Thurston, Pierce and South King Counties. In addition to the purchase of ads, Jazz in July will send public service announcements to radio stations throughout the northwest. The planning team plans to do radio interviews on local, Tacoma, Seattle and Portland radio stations.

Direct Mail– using the lists compiled since 2001 Jazz in July will mail a flyer with the recommendation that visitors and jazz lovers plan on spending the entire weekend.

Print Media – Jazz in July will use regional and area specific magazines as a means of advertising. Jazz in July also plans to advertise in Metropolitan newspapers. In addition to the purchase of advertising, Jazz in July sends news releases, stories and pictures for use in the publications.

Internet and electronic advertising – Jazz in July will work with JazzArtique to increase our internet presence including website and Facebook. Artists who have been contracted to play will be asked to link from their websites to the Jazz in July and JazzArtique sites.

Flyers and Posters – By May, 2012 Jazz in July will have the initial posters designed and printed. The flyers and posters will be distributed at businesses, music venues, galleries and tourists/visitor centers along the I-5 corridor.

A flyer/mailer will be prepared and ready to be sent by May 2012. In addition to the mass mailing, these will be taken throughout the region with strategic placement in Jazz clubs, music venues, art shows, public access areas and galleries. Posters will be put up where ever possible from Portland to Seattle beginning in late May.

Business Plan – *Does the organization have a long-term business plan? Yes No Explain organizational goals/objectives/methods. (Example: Goal – provide tourism events; Objective – hold one “ABC” event and three “XYZ” events; Method – sign up an additional 15 exhibitors for a total of 123 exhibitors.)*

Jazz in July's purpose is to raise money for Pope's Kids Place, a local 501(c) which provides medical, dental, and respite services for children with disabilities in Western Washington. It also presents a non-segregated social event that is attended by people with and without disabilities to bring increased understanding and acceptance by the community towards individuals, especially children, with disabilities. This annual event started in 2001 and has grown every year.

In 2012 we are joining forces with JazzArtique, a jazz event that in its first year attracted people from Everett, WA to Bend, OR. By entering into this collaborative agreement we will be extending the event from one night to a three day event. Our long term goal is to expand this event into a week-long Jazz Festival with increased numbers of people coming from outside the community, staying at least two nights and benefiting the entire community. With increased funding we plan to bring national and world renowned Jazz artists that will be a greater draw to a larger audience base from across the region. It is our goal to make this event a nationally recognized jazz venue which will be a major benefit to our local community tourism.

Overnight Stays – *If the organization received prior year funding, documentation is required to show overnight stays, along with the method used to determine the figure. If the organization did not receive prior year funding, describe how you plan to track overnight stays.*

Jazz in July, in collaboration with JazzArtique will be offering tickets through *Brown Paper Tickets*, an online ticketing agency. Brown Bag Tickets collects geographic data when tickets are purchased and will pass this information to the organizers of Jazz in July and JazzArtique once the ticket sales have closed. Using this information we will be able to compile lists of the number of people coming from out of town, where they are coming and will know how many nights/events they will be here.

A sign in card will also be used to track the number of tourists staying at local hotels/motels, eating in local restaurants and spending funds at Chehalis businesses.

Each year Pope's Kids Place has housed musicians and other event participants in Chehalis Hotels and Motels.

Additional Information – *Provide any additional information that will assist in the evaluation of this project and its benefit to Chehalis.*

Funding Request - For this proposal only.

INCOME		
<i>List amounts and status of funding from all sources from which you anticipate funding or are requesting funding for this proposal.</i>		
Source	Confirmed	Amount
City of Chehalis Hotel Motel Funds	No	\$5,000
Sponsor	Yes	\$1,000
Sponsors	No	\$4,000
Ticket sales	No	\$4,000
TOTAL (Must match total expenses)		\$ 14,000

EXPENSES			
Item	Chehalis Funds	Other Funds	Total
Operations	-0-	Venue \$1000 Food \$2500 Supplies \$400	\$3625
Marketing & Promotion	regional advertising \$3,000	Local advertising \$1300	\$3,000
Consultants	-0-	-0-	-0-
Capital Projects	-0-	-0-	-0-
Other (Explain)	Musicians for event 2000.00	Donation to Pope's Kids Place 4000	4000.00
TOTAL	\$5,000	\$7625	\$14,000

What percent of your organization's TOTAL BUDGET does this request represent? 36%

Can the activity/project/event operate with reduced funding? Yes No If yes, priority 2 funding amount is \$3,000 with the following priorities:

Regional Advertising = \$1,000

Explain the organization's accountability and reporting standards.

Jazz in July uses standard, receivable/payable procedures for all income and payments. This includes copies of all checks (both received and paid), no disbursement of funds without Board approval and appropriate receipts (which are kept with a copy of the check written). All transactions have a complete and verifiable paper trail.

The Jazz in July team is accountable to the Pope's Kids Place Board of Directors, which is responsible for fiscal accountability and oversight. The Pope's Kids Place board members consider themselves to be stewards of the monies entrusted to them and are responsible for using resources efficiently, economically and effectively.

Complete, detailed written reports are given to the Finance Committee and consolidated reports are presented at the general meeting.

The financial records are available at each meeting and on request. The financial records will be open to the City at any time.

Annual audits of the account will be completed by the first board meeting of the following year. (Jazz in July fiscal year = calendar year). Pope's Kids Place had a complete audit in 2011 with no findings.

Jazz in July will follow all accounting and reporting procedures required by the City of Chehalis.



CITY OF CHEHALIS

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2012 Hotel/Motel Lodging Tax Funding Request Application

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SUBMIT APPLICATIONS TO:

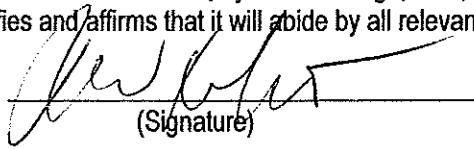
**Chehalis City Manager's Office
350 N. Market Boulevard
Chehalis, WA 98532
by 5:00 p.m. on Friday, August 26**

Required documents checklist:

- One (1) original application _____
- Nine (9) copies of the application _____
- Copy of total budget – please specify current or next year _____
- Copy of annual report last filed with the Washington Secretary of State _____

Tourism Promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists. (RCW 67.28)

**City of Chehalis
2012 Hotel/Motel Lodging Tax Funding Request Application**

Applicant Information and Certification	
Organization Name	City of Chehalis, Community Development Department
Contact Person / Title	Robert Nacht, Community Development Director
Mailing Address	1321 S. Market Blvd.
Phone	(360) 748-0271
E-mail	RNacht@ci.chehalis.wa.us
Organization is:	<input type="checkbox"/> Non-Profit Federal 501c3 or 501c6 # _____ <input checked="" type="checkbox"/> Government Agency <input type="checkbox"/> Other _____
<p>Certification: The applicant hereby certifies and affirms that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap, and further certifies and affirms that it will abide by all relevant local, state, and federal laws and regulations.</p>	
Certified by:	Title: <u>Community Development Director</u>
 (Signature)	
Print or type name: <u>R. W. Nacht</u>	Date: <u>January 2, 2012</u>

Project Summary – Describe activity, project or event. What is the time frame for the activity, project or event?

The Chehalis City Council has directed the City Manager to determine what types of improvements and repairs need to be made to the Recreation Park and Hedwall Park ballfield and soccer field facilities to improve the playability and potential for securing regional baseball and soccer tournaments in Chehalis. This application begins to address the Council directive by creating a Master Plan for improving the drainage, irrigation and playing surface of the ballfields in Recreation Park. The implementation of the Recreation Park Master Plan, and the creation of the Hedwall Park Master Plan, will follow in subsequent phases.

This request will begin the process to enhance youth fastpitch and soccer tournaments that currently bring tourism into Chehalis over 12 separate weekends during the spring, summer and fall seasons. When the necessary improvements are completed, the recreation manager will be able to schedule fastpitch tournaments much earlier in the spring, and both baseball and soccer tournaments much later in the fall.

The Recreation Park facilities will be designed and improved to tournament standards, and will draw teams from a much larger pool of participants. The participating teams come from all over Washington State as well as Alaska, Oregon and Idaho. There have also been teams and spectators participating from Canada.

Benefit to City of Chehalis – How does this request directly benefit the promotion of Chehalis and its local tourist-oriented attractions, museums, motels and businesses? (Example: number of heads-in-beds; event contribution to local tax revenues; local attraction/business participation opportunities).

The Recreation Division annually brings thousands of participants and spectators to our youth fastpitch, basketball and soccer tournaments. Our programs cater to the youth, and youth always bring a large number of spectators such as parents, siblings, grandparents and friends with them. The majority of the teams participating in our tournaments reside outside of our local area. We commonly have teams participating from Eastern Washington, Oregon, the Washington Coast, Canada and as far away as Alaska. When we bring them in from other communities/states they stay in our motels, eat at our restaurants, shop at our stores and buy gas. This Master Plan project will provide the ability to repair and reconfigure the four existing ballfields in Recreation Park to begin scheduling tournaments much earlier in the spring and much later in the fall. The extended playing seasons will increase tourism significantly.

Marketing and Promotion – *The primary target audience for marketing/promotion must be tourists living outside of Lewis County. Describe how you intend to market and promote the activity/project/event outside of Lewis County.*

We market for these events through local media, the City of Chehalis website, statewide publications, e-mails and direct mailings personally inviting teams back to our community. When the improvements are completed, many additional teams will be contacted advising them of the playing fields upgrades to tournament standards. We anticipate much greater interest from regional teams for playing on the improved fields. High quality playing fields also generate a great deal of 'word of mouth' publicity.

Another marketing strategy is the award packages we offer to the winning participants in our tournaments. We provide impressive trophy packages highlighting the name of the tournament sponsored by the City of Chehalis as well as first place, high quality individual t-shirts with the same marketing idea. We design the specific tournament branding so that participants will want to wear their championship t-shirts with pride, thus advertising 'Chehalis' tournaments.

On our tournament registration forms and on the City of Chehalis website we provide lodging information including motel names and phone numbers, destination shopping information, nearby eateries, movie theatres, golf courses and historical sites such as Downtown Chehalis, the Veterans Museum, L.C. Historical Museum, Steam Train and the Willapa Hills Trail.

Business Plan – *Does the organization have a long-term business plan? Yes No Explain organizational goals/objectives/methods. (Example: Goal – provide tourism events; Objective – hold one "ABC" event and three "XYZ" events; Method – sign up an additional 15 exhibitors for a total of 123 exhibitors.)*

The City of Chehalis is governed by the Chehalis Comprehensive Plan and Capital Facilities Plan. Recreation services is one of the priority activities of the city identified in the Plan. In addition, the city is currently reviewing a draft comprehensive Parks, Recreation and Open Space Plan that further details the intent of the city to provide quality recreation services regionally. That concept will also provide the opportunity to increase the participation in city-sponsored tournaments and consequently, local business activity.

One of the top priorities of the city's Recreation Division is offering and promoting high quality tourism events with an emphasis on youth sport tournaments. The goal when offering these tournaments is to draw teams from all over Washington as well as bordering states to stay in our community using our motels, stores, restaurants, recreational opportunities (i.e.: movie theatre, golf courses) and gas stations. We pride ourselves on offering well organized events that the participants enjoy so much they want to come back year after year to participate. Improving our ballfields to tournament specifications is an integral part of making sure the participants will want to return.

Overnight Stays – *If the organization received prior year funding, documentation is required to show overnight stays, along with the method used to determine the figure. If the organization did not receive prior year funding, describe how you plan to track overnight stays.*

Our tracking procedures for participants/teams staying in motels during our tournaments were not established prior to the 2011 tournaments. However, we attempted to accumulate numbers after the events by e-mailing coaches. We e-mailed 193 coaches and had 21 responses. The responses confirmed 162 families that stayed from one to four nights (two Alaska teams with 20 families stayed 4 nights). We have established tracking procedures for 2012 and anticipate the numbers to be much greater.

The Holiday Inn Express has a tracking system for groups that block rooms for their teams. When reviewing those numbers the motel could track over \$20,000 worth of rooms that listed they were participating in Chehalis Fastpitch or Basketball tournaments. These numbers do not include individual families (not included in a team block of rooms) that may not have listed what group they were with while staying in Chehalis.

There were also participants that stayed with friends or relatives, stayed in the RV parks, and sometimes stayed out of the area. All of them frequented local restaurants, grocery stores, and/or gas station/convenience stores.

Additional Information – Provide any additional information that will assist in the evaluation of this project and its benefit to Chehalis.

The attached proposal identifies three phases of work to improve the Recreation Park facilities to tournament standards. This funding request is for Phase One of the attached proposal - to begin the planning process necessary to construct a proper facility. R.B. Engineering has performed work for several sports facilities in the area, and is familiar with the requirements for tournament facilities.

They have also done some preliminary work on the Recreation Park facility for a prior improvement project. The current proposal for Master Planning will incorporate much of that prior work thereby reducing the cost of this project. Additional information will be generated by this (Phase One) project that will be presented during the discussion of Phase Two and Phase Three.

The labor force that the city employs to maintain the playability of these ballfields during the season has been diminished significantly over the past few years because of the decline in city revenue and budget reductions. The ability to maintain the highest quality playing surfaces has become a challenge. These fields have standing water on them until very late in the spring. If the playing fields continue to deteriorate, the regional teams will be less inclined to participate in our tournaments.

It is vitally important for the ongoing maintenance and marketability of these ballfields to get this repair and improvement project completed. Thank you for your consideration of this request.

PLEASE KEEP THIS PAGE ON ONE PAGE

Funding Request - For this proposal only.

INCOME		
<i>List amounts and status of funding from all sources from which you anticipate funding or are requesting funding for this proposal.</i>		
Source	Confirmed (Yes /No)	Amount
User fees	N	\$ 0
General fund	N	\$ 0
Hotel/Motel tax (Council appropriation from reserves)	N	\$ 9,000
TOTAL (Must match total expenses)		\$ 9,000

EXPENSES			
Item	Chehalis Funds (this application)	Other Funds (city budget)	Total
Operations (e.g., rent, utilities, contracted janitorial)	\$ 0	\$ 0	\$ 0
Office supplies, copies	\$ 0	^	^
Contracted Maintenance	\$ 0	^	^
Referees and umpires	\$ 0	^	^
Tournament Director	\$ 0	^	^
Marketing & Promotion	\$ 0	\$ 0	\$ 0
Awards and t-shirts using branding	\$ 0	^	^
Consultants	\$ 0	\$ 0	\$ 0
Capital Projects (Phase One – create Master Plan for Recreation Park ballfield repair and improvement)	\$ 9,000	\$ 0	\$ 9,000
Other (Explain)	\$ 0	\$ 0	\$ 0
TOTAL (* Must match total income)	\$ 9,000	\$ 0	\$ 9,000

What percent of your organization's TOTAL BUDGET does this request represent? 6 %

Can the activity/project/event operate with reduced funding? Yes No If yes, priority 2 funding amount is \$ 0 with the following priorities:

The current economic downturn has reduced the city's ability to implement capital projects for recreation services. The City Council has directed that this funding source be used for improvements to the city's recreation facilities. Without this funding source for this proposal, it is unlikely that this project will be accomplished.

Explain the organization's accountability and reporting standards.

The city's budget process is a matter of public record, and is audited by the State of Washington annually. The city uses the BARS accounting system established by the State of Washington. The city's budget is published on the city's website and copies can be provided to any person on request.



Engineering

December 6, 2011

City of Chehalis Building and Planning
Bob Nacht, Director
1321 S. Market Boulevard
Chehalis, WA 98532

Re: Proposal for Civil Engineering Services – Recreation Park Improvement Masterplan
RBE Project No. 11009

Dear Bob:

Please find below my estimated fee and scope of work to develop the Masterplan for Recreation Park Ball Fields and move the proposed project through the City of Chehalis review process and prepare final construction drawings for approval.

In 2009 RB Engineering (RBE) worked with the City of Centralia Parks Department to design and layout their new baseball complex, tennis courts and designed the drainage for the new Tiger Stadium Football Field and Track. We have also done some preliminary work and research on Recreation Park at the request of a Private Interest and completed the Olympic School Football Field Drainage Improvement Plans that will begin work in the spring of 2012. Below is a list of our experience with this type of project.

Olympic School Sports Field Drainage Improvement Plans, Chehalis – Football and Fastpitch Field Layout and new Subsurface Drainage Improvements for extended field use during the year. Construction is scheduled for spring of 2012.

Adventist School Sports Field Grading and Drainage Plan, Chehalis – Re-grade site and install new subsurface drainage and track for extended field use during the year. Final Construction Scheduled for summer 2012.

Centralia Sports Complex Design and Grading Plan – Tennis, Fastpitch, Baseball Fields and Drainage for the new Track and Turf Football Field. Constructed 2010.

Chehalis Middle School Track and Football Field Drainage Improvements – Subsurface Drainage Improvements for flooding problem on Middle School Track. Constructed 2008.

Phase 1 – Conceptual Ball Field Improvement Masterplan – Recreation Park

Description

Provide an Improvement Masterplan for the Recreation Park Ball Fields that will update them to official fast pitch tournament specifications for size, field quality and appearance.

Services

- ◆ Project Surveyor to complete a topographic survey of the ball fields and surrounding park area at 25 foot grid.
- ◆ Using the topographic elevations RBE will develop a conceptual site, grading and drainage plan that will provide a official tournament sized complex The concept will include updated irrigation, infield dirt specifications, field geometric requirements if needed, irrigation, dugouts and viewing areas and proposed parking improvements.
- ◆ Work with the Parks and Recreation Department during the Conceptual layout and design.

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

11009.proposal.rec.park



- ◆ Based on the outcome of the Conceptual Masterplan Improvements, RBE will prepare a preliminary Engineers Opinion of Cost for the listed improvements.
- ◆ Present the Conceptual Plan to the Lodging Tax Advisory Committee (LTAC) and the City Council for review and comment.

Deliverables

- ◆ Site Topographic Survey
- ◆ Conceptual Improvement Masterplan
- ◆ Preliminary Engineer's Opinion of Cost for Improvements

Assumptions

- ◆ No applications to be conducted during this phase

Lump Sum Fee for Phase 1 is \$9,000

Phase 2 – Civil Engineering Construction Plans

Once a site plan is agreed on and we receive SEPA determination for the preliminary design, we would prepare a set of final construction drawings for City of Chehalis approval.

- ◆ Prepare final storm water calculations and Storm Water Site Plan Report
- ◆ Prepare a Trip Generation Analysis (\$1,500)
- ◆ Prepare SEPA Checklist and City Applications (\$1,000)
- ◆ Prepare a set of construction plans for approval by City of Chehalis

- C0.1 Civil Cover Sheet
- C1.1 Existing Topography and Site Plan
- C2.1 Field One Horizontal Control and Fencing Plan
- C2.2 Field Two Horizontal Control and Fencing Plan
- C2.3 Field Three Horizontal Control and Fencing Plan
- C2.4 Field Four Horizontal Control and Fencing Plan
- C2.5 New Parking Lot Horizontal Control Plan
- C2.6 Horizontal Control Details
- C2.7 Ball Field Construction Details
- C3.1 Field One Grading and Drainage Plan
- C3.2 Field Two Grading and Drainage Plan
- C3.3 Field Three Grading and Drainage Plan
- C3.4 Field Four Grading and Drainage Plan
- C3.5 Parking Lot Grading and Drainage Plan
- C3.6 Drainage Notes and Details
- C4.1 Overall Complex Field Irrigation Plan
- C4.2 Detailed Individual Field Irrigation Plan
- C4.3 Irrigation Details and Notes
- C5.1 Temporary Erosion and Sedimentation Control (TESC) Plan
- C5.2 TESC Details and Notes

- ◆ Prepare Engineers Construction Cost Estimate
- ◆ Prepare the Bid Specification Documents, Bidders Instructions and Project Specifications
- ◆ Prepare NPDES Construction Application and Storm Water Pollution Prevention Plan (SWPPP)
- ◆ Prepare Stormwater Site Plan Report and Calculations for new Parking Lot Impervious Surface
- ◆ Prepare City of Chehalis Applications and coordinate with the City throughout plan approval



Deliverables

- * Final Drainage Report and Construction SWPPP
- * Approved Civil Construction Drawings
- * Final Bid Specification Documents

Assumptions

- * No Landscape Plans Are Needed. City to provide any new landscaping.

Lump Sum Fee for Phase 2 is \$25,000

Phase 3 – Construction Engineering and Bidding Services

Description

Once the plans are approved RBE will solicit bids to complete the project improvements and provide construction inspections and coordination.

- * Coordinate and issue plans sets and specifications through RB Engineering's Office
- * Coordinate with Contractors to field any questions during the bid process
- * Attend Bid Opening at City of Chehalis
- * Provide Contract Coordination and Issue Notice of Award and Notice to Proceed
- * Monitor Construction Progress and Attending Weekly Construction Meetings throughout Construction
- * Review Project Submittals
- * Review and Process Pay Requests
- * Provide Final Walk Through, Create Punchlist and Complete Final Asbuilt Plans
- * Closeout Project and Provide Asbuilt Plans, Specifications in Hardcopy and Electronic Copy to City of Chehalis

Lump Sum Fee for Phase 3 is \$12,000

Total RB Engineering Lump Sum Fee for Phases 1, 2 and 3 = \$46,000

Reimbursable expenses such as plan and document reproduction as needed for submittal to the City and one reproducible plan set for you are included in the above fees. Additional plans and documents requested will be billed on a time and materials basis upon your authorization. Our scope of work assumes that the site plan will not change once we begin civil design. Changes to the civil drawings as a result of site plan modifications by the client or other sub-consultant will be performed on a time and materials basis upon your authorization.

Excluded Services

The following services were not included in the above fee proposal, but may be required by the City of Chehalis. If requested, we can prepare a detailed fee proposal for these items.

1. JARPA Application
2. Level One or Two Traffic Analysis or Site Distance Certification
3. Geo-Technical Report for Building Foundation Design
4. Wetland Analysis and Report
5. Building or Landscape Plans
6. Any City Application and Review Fees
7. Coordination of Archaeological or Historical Survey and Report



If you find this scope of work acceptable, please sign the attached work authorization contracts and return one to us in the envelope provided. We can begin project progress upon receipt of a signed contract, completed survey and topographic map from the project surveyor.

I look forward to working with you on this project. If you have any questions, please call me at (360) 740-8919.

Sincerely,

Robert W. Balmelli PE
President

Enclosure(s): 2 Standard Work Authorization Contracts, return envelope

This fee proposal and scope of work are based on information available at this time. There may be a point in the future when the scope of work may change based on survey findings, or requirements stipulated by the City, County, or State. At that time, you will be given an opportunity to decide how you would like to proceed. Your options will be to stop work or to authorize the revised scope and associated costs. Fee estimates shown are accurate for 60 days following date of proposal.

CITY OF CHEHALIS 2012 BUDGET

BUDGET YEAR 2012
 FUND: 001 - GENERAL FUND
 DEPARTMENT: COMMUNITY DEVELOPMENT (53)

EXPENDITURES	Object Codes	Amended		Total Actual 2010	Original Budget 2011	Amended		Total Amended 2011	Actual		Total Actual 6/30/11	Projected		Total Projected Actual 12/31/11	Proposed		Total Proposed 2012	
		Budget 2010	Actual 2010			Recurring 11/1/11 Budget	One-Time 11/1/11 Budget		Recurring 6/30/11	One-Time 6/30/2011		Recurring 12/31/11	One-Time 12/31/11		Recurring 2012	One-Time 2012		
Parks and Facilities Division (Continued):																		
Library Services: 572.050																		
Office & Operating Supplies	31	0	0	0	700	700	0	700	116	0	116	500	0	500	700	0	700	
Professional Services	41	0	0	0	2,540	2,540	0	2,540	405	0	405	1,000	0	1,000	2,500	0	2,500	
Insurance	46	0	0	0	4,688	4,688	0	4,688	2,344	0	2,344	4,688	0	4,688	4,688	0	4,688	
Public Utility Service	47	0	0	0	6,600	6,600	0	6,600	2,376	0	2,376	5,000	0	5,000	6,600	0	6,600	
Repair & Maintenance	48	0	0	0	0	0	0	0	606	0	606	606	0	606	500	0	500	
		0	0	0	9,840	4,528	0	4,528	5,847	0	5,847	11,188	0	11,188	14,988	0	14,988	
Total Parks & Facilities Division:		795,636	799,324	799,324	650,237	622,722	49,541	672,353	330,192	12,457	342,649	610,486	56,845	667,331	651,402	0	651,402	
Recreation Division:																		
Recreation Services: 574.020																		
Salaries & Wages	11	86,704	87,392	87,392	85,579	85,579	0	85,579	42,984	0	42,984	85,968	0	85,968	85,584	0	85,584	
Personnel Benefits	21	53,577	45,081	45,081	45,727	46,346	0	46,346	22,026	0	22,026	44,058	0	44,058	46,806	0	46,806	
Office & Operating Supplies	31	18,000	16,118	16,118	15,000	15,000	0	15,000	6,801	0	6,801	15,000	0	15,000	15,000	0	15,000	
Items Purch'd for Inv. & Resale	34	0	1,656	1,656	2,000	2,000	0	2,000	420	0	420	1,000	0	1,000	1,000	0	1,000	
Professional Services	41	68,000	74,046	74,046	55,000	55,000	0	55,000	40,199	0	40,199	48,000	20,000	68,000	35,000	20,000	55,000	
Communications	42	0	678	678	0	0	0	0	167	0	167	167	0	167	0	0	0	
Insurance	46	3,015	3,015	3,015	3,015	2,538	0	2,538	1,269	0	1,269	2,538	0	2,538	2,538	0	2,538	
Miscellaneous	49	0	209	209	0	0	0	0	0	0	0	0	0	0	0	0	0	
		229,796	228,195	228,195	206,321	206,463	0	206,463	113,869	0	113,869	196,731	20,000	216,731	185,928	20,000	205,928	
Total Recreation Division		229,796	228,195	228,195	206,321	206,463	0	206,463	113,869	0	113,869	196,731	20,000	216,731	185,928	20,000	205,928	
Total Community Development (53)		1,515,291	1,506,684	1,506,684	1,351,480	1,162,406	56,266	1,218,722	619,784	23,637	643,421	1,130,681	88,501	1,219,182	1,136,102	20,000	1,156,102	

Chehalis Lodging Tax Advisory Committee Meeting
February 22, 2012

The Chehalis Lodging Tax Advisory Committee (LTAC) held a special meeting on February 22, 2012 at 8:30 a.m. in the basement meeting room of Chehalis city hall to consider two requests for tourism funding. Members present were Mayor Pro Tem Terry Harris (LTAC Chair); Todd Chaput, Holiday Inn; Chip Duncan, Veterans Memorial Museum; Natalie Ketchum, Best Western; Paul Sohal, Chehalis Inn; and Jim Valley, Centralia-Chehalis Chamber of Commerce. Rick Burchett, Chehalis-Centralia Railroad and Museum, was absent (excused). Chehalis staff members included Merlin MacReynold, City Manager; and Caryn Foley, City Manager's Administrative Assistant. Community Development Director Bob Nacht, Recreation Manager Lilly Wall, and Dr. Isaac Pope were in attendance to speak on behalf of their respective applications.

Welcome

Councilor Harris welcomed all to the meeting, especially newly appointed members Chip Duncan and Jim Valley.

Presentations

1. **Pope's Kids Place – Jazz in July Event.** Dr. Pope noted the appearance of a conflict of interest in him making the presentation, but the application was submitted yesterday and he was the only one available to make the presentation. He explained that they did not present a request for funding during the annual application process because they were trying to wrap up last year's event at the same time. Dr. Pope noted that Pope's Kids Place only uses Chehalis hotels and actually makes the reservations themselves for the talent. In addition, they have outgrown their current location in Centralia and want to move the event to Chehalis, hopefully to the golf course's outdoor pavilion. He added that Pope's recently had a full audit completed, which resulted in no findings. Pope's is working with the Centralia Downtown Association and their JazzArtique event to make it a weekend event. They will remain separate events, but they are joining in their advertising efforts to hopefully entice more people to the area.

Chip asked what their attendance numbers were. Dr. Pope stated the lowest number in attendance has been 87, with a high of 150.

Todd noted that the event has put heads in beds in his hotel over the last three years since he's been there. He asked how many musicians there would be this year. Dr. Pope stated that was not yet finalized.

Terry thanked Dr. Pope for his presentation.

2. **City of Chehalis Community Services Department – Athletic Facilities Upgrade Project.** Bob stated the \$9,000 request would start the process of upgrades to athletic facilities at Recreation and Stan Hedwall Parks to bring the playing fields up to tournament quality. The upgrades would extend the playing season to allow for additional tournaments. The first phase of the project would focus on the Recreation Park, specifically drainage issues. Bob stated that RB Engineering has already done some preliminary work at Recreation Park at the request of private interests, so they are familiar with many aspects of the park.

There was discussion about competition between Chehalis and Centralia in vying for tournaments with the new sports complex in Centralia. Bob believed there were enough sports programs to utilize all the facilities in both cities, adding that the recreation departments actually work together very closely and have good coordination.

Terry noted that the city council directed the city manager to look into the upgrades. He added that the number one thing that puts heads in beds is sports programs.

Lilly reiterated Bob's comments on how closely the two cities work together to promote the area and she believed that between what is going on in Centralia and the upgrades to Chehalis facilities, it would allow them to be able to bid on national tournaments.

Natalie stated that the overall project would be a lot more than \$9,000 and she cautioned that other sources of funding should be looked into and they shouldn't rely on tourism funding alone. Lilly agreed and noted that the

Natalie stated that the overall project would be a lot more than \$9,000 and she cautioned that other sources of funding should be looked into and they shouldn't rely on tourism funding alone. Lilly agreed and noted that the council will soon be adopting a new parks and recreation plan, which will make the city eligible for grants. Bob added that the various sports leagues have historically partnered with the city to make improvements to facilities over the years and he expected that would be the case with this project, either financially or with in-kind services.

Merlin reiterated that this project is council-directed, specifically focusing on Recreation Park first. He also commented that with respect to the cities "competing," he believed that the new sports center in Centralia needs Chehalis fields.

The cost of the bid was discussed and whether or not a better price could be found. The consensus of the committee was that the bid was reasonable.

Terry thanked Bob and Lilly for their presentation.

Terry reviewed a handout which showed that available funds totaled \$13,168. In addition, \$33,973 was reserved by the committee for special requests such as these.

The committee agreed to make the following recommendations to the city council:

Pope's Kids Place Jazz in July	\$5,000
Community Development Department Athletic Facilities Upgrade Project	\$9,000

The recommendations will be reviewed by the city council on March 12, 2012 at 6:00 p.m.

Requiring Additional Information from Tourism Tax Recipients

Terry distributed a memo from Caryn to the city council regarding requiring additional information from tourism tax recipients. He explained that during a recent council meeting, Dr. Pope asked about requiring tourism tax recipients to conduct periodic audits in light of the recent problems at the Lewis County Historical Museum. He contacted local CPA, Tom Bradley, who stated that audits can be expensive, especially for small non-profits. As an alternative, Tom provided a list of suggested information that the city could require that would address the council's concerns.

Use of Tourism Tax Revenues

Terry stated that he wanted to give the committee a heads-up with respect to the 2013 application process. During the council's review of 2012 tourism funding requests, the council talked about retaining 75% of tourism tax revenues for city recreation purposes, leaving 25% to allocate between other organizations.

Natalie was concerned that such a policy really defeats the purpose of the committee. Terry suggested that the council may change their policy and he believed the committee should review and make their recommendations to the council as they always have.

The meeting concluded at 9:45 a.m.

Minutes respectfully submitted by Caryn Foley, City Manager's Administrative Assistant.

City of Chehalis
2012 Tourism Fund

Revenues	
Preliminary Beg. Balance 1/1/12*	73,191
Projected Revenues	<u>155,150</u>
Total Estimated Revenues	<u>228,341</u>
Expenditures	
Approved Expenditures	161,200
Reserved for Babe Ruth	20,000
Reserved by LTAC	<u>33,973</u>
Total Estimated Expenditures	<u>215,173</u>
Available Funds	<u>13,168</u>

**Note: the preliminary beginning fund balance will change once all year-end adjustments have been recorded. However, any resulting changes should be insignificant.*

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
DATE: March 5, 2012
SUBJECT: Proposed Changes to Council Districts

ISSUE

The state Office of Financial Management requires that Council Districts be evaluated after each decennial census to verify that the city's population is equally distributed between the Districts.

DISCUSSION

The administration has been working with Lewis County to generate statistical data relating to Chehalis Council Districts. We find that the permit activity for new dwelling units and demolitions over the last two decades has caused an imbalance in the population within each of the Districts.

The administration suggests that moving two or three blocks along SW Cascade Ave. would probably generate the needed population shift. An e-mail response (see the second page of this agenda report) from Lewis County GIS verifies that moving three blocks from Council District 2 into District 3 will create a more equitable population distribution.

The three blocks are located between SW Cascade Ave. and SW McFadden Ave. from SW 7th Street to SW 10th Street. These blocks are shown on the second page of the attached map. Council District 1 is comprised of voting precincts 1, 2 and 9. District 2 is comprised of precincts 3 and 8. District 3 includes precincts 4 and 7 and District 4 includes precincts 5 and 6.

CHEHALIS CITY 2010 Census							
7,259 total pop. Divided by 4 = 1,815 approx ea.							
Coun Dist #1		Coun Dist #2		Coun Dist #3		Coun Dist #4	
Chehalis 1	967	Chehalis 3	873	Chehalis 4	1198	Chehalis 5	640
Chehalis 2	801	Chehalis 8	1094	Chehalis 7	520	Chehalis 6	1123
Chehalis 9	43						
Tot Pop	1811		1967		1718		1763
Diff from Ideal	-0.22%		8.37%		-5.34%		-2.87%

The following is an excerpt from e-mail correspondence between Bob Nacht and Matt Hyatt (Lewis County GIS) that explains the proposal in detail:

Hi Bob, Gary figured out that the move from SW 7th to SW 10th works great: brings Dist 3 up to 1816, just 1 over the 1815 target. (That additional move to SW 10th really made the difference – 98 ppl vs 59 ppl).

- Dist 1 - 1811
- Dist 2 - 1869
- Dist 3 - 1816
- Dist 4 - 1763

That still left Dist 2 at 1869, so he also looked at shifting some from Dist 2 to Dist 4 as well: moving the triangle of 3-4 blocks created by SW 13th, SW Market & SW William from Dist 2 to Dist 4. Doing that shifts 47 ppl (mostly they came from the very small block at the intersection of SW 13th & SW William) to give us...

- Dist 1 - 1811
- Dist 2 - 1822
- Dist 3 - 1816
- Dist 4 - 1810

We did not recreate any new maps/data yet. But we do have a map with those changes hand-drawn. I attached a photo of the two changes we evaluated.

The County GIS also looked at moving properties at the corner of S. Market and SW 13th Street from District 2 into District 4 to create an even closer balance between all of the Council Districts. That area is also shown on the attached map and includes the Community Development office complex and Activity Building.

Should the council support the recommendations, the administration will need to create an ordinance to cause the proposed changes to occur. We are also working with the state mandated timelines to get this accomplished, and the Lewis County Auditors office to make sure the voting precincts are adjusted accordingly.

RECOMMENDATION / COUNCIL ACTION DESIRED

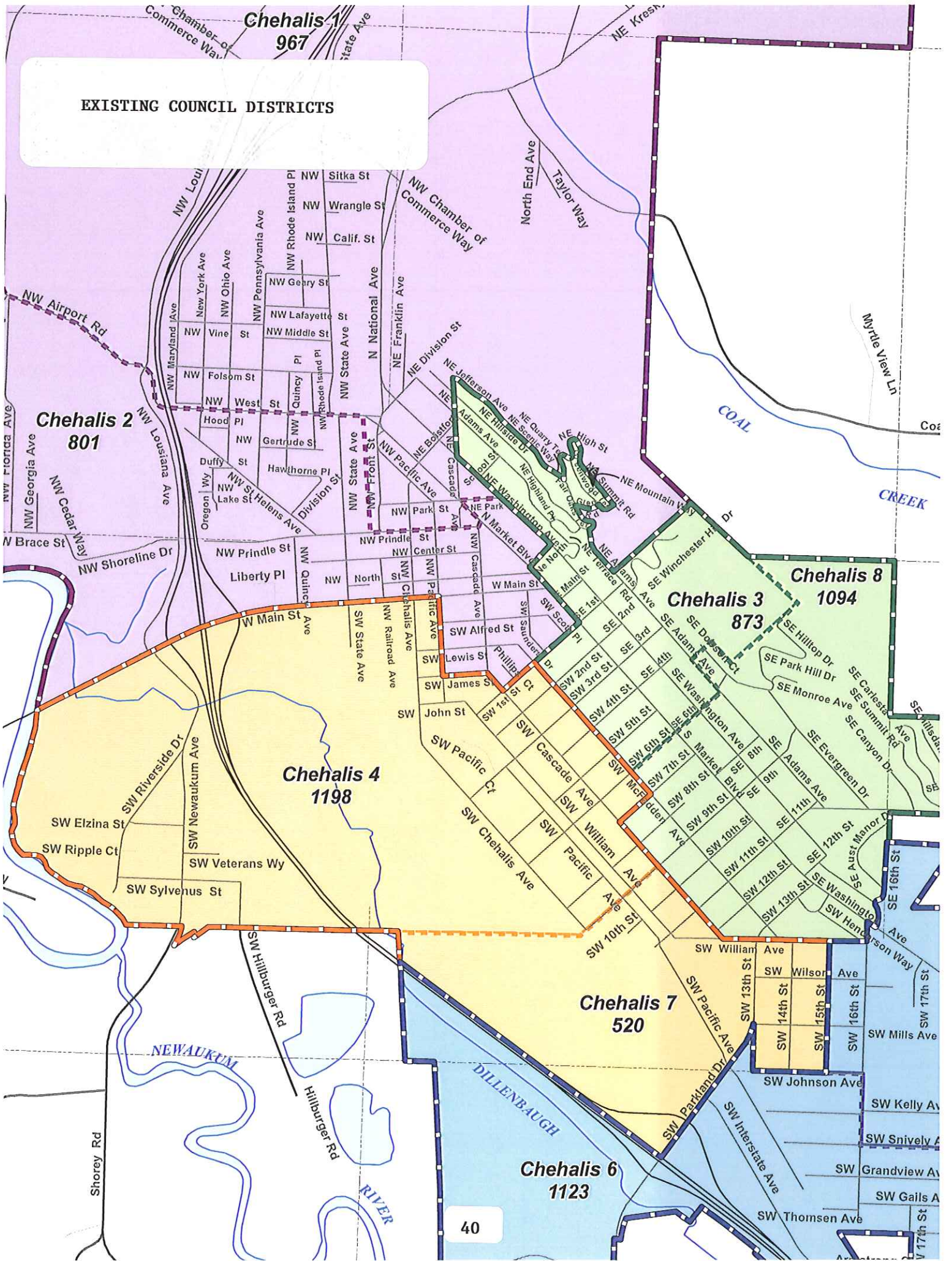
The administration recommends that the Council direct the administration to move forward with the changes in Council Districts as described above and depicted on the attached maps and develop the required ordinance for council consideration.

SUGGESTED MOTION

I move that the Council direct the administration to develop an ordinance for Council consideration changing the Council Districts as described in the agenda report.

Reviewed by Merlin G. MacReynold by Juditha Schae City Manager

EXISTING COUNCIL DISTRICTS



PROPOSED CHANGES TO COUNCIL

DISTRICTS XX

COUNCIL
DISTRICT
NUMBER 2

XX

XX

XX

XX

XX

XX

XX

COUNCIL
DISTRICT
NUMBER 3
Chehalis 7
520

COUNCIL
DISTRICT
NUMBER 4

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
DATE: March 6, 2012
SUBJECT: Chehalis Foundation Grant Application for Outdoor Pool Redevelopment

ISSUE

The Chehalis Foundation has an opportunity to apply for a grant to help fund the needed repairs to the outdoor swimming pool at Recreation Park. That application must be submitted by the city as the owner of the pool.

DISCUSSION

The administration has been meeting with the Chehalis Foundation Board to identify strategies and funding sources for the repair projects needed at the outdoor pool. Several ideas have been brought to the table for discussion, and currently an opportunity for grant funding from the State Recreation and Conservation Office (RCO) may be available.

The Foundation is in the process of hiring a grant writer to assemble a grant application consistent with the requirements of the RCO. Representatives of the Foundation, the city's Recreation Division, Properties Division and the RCO met at the pool recently to review qualifying projects. Several issues were discussed and the RCO representative advised the group of items that could be included in a grant application.

The Foundation Board met and reviewed the information presented by RCO and the grant writer. The Board has approved moving forward with the grant application and is requesting that the city participate in the application process. The nature and scope of the repair project was identified several months ago, and the current funding effort is consistent with that original engineers estimate for the needed work.

The Foundation is requesting that the city authorize the administration to proceed with a grant application to the Recreation and Conservation Office for \$125,000 toward implementing the needed repairs. The grant application is extremely complex and detailed, and the grant writer will be assembling the information necessary for the application. The city's Recreation Manager will be providing supporting data for the application.

The grant application requires a 50% local match if it is successful. The Foundation has generated the funding for the local match and will make it available to the city to satisfy the grant requirements. There are also other funding opportunities that will be pursued, but this grant would be a significant step toward implementing the repair project.


The attached page reflects the scope of work and the budget for the pool repairs. Option 1.E is not being pursued at this time but may be considered in the future. The grant application will be used toward the base proposal and the other options. The full proposal for nature and scope of work, including the plumbing and mechanical detail, is available at the Community Development office.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council authorize the administration to apply for an RCO grant on behalf of the Chehalis Foundation to help repair and improve the outdoor pool at Recreation Park.

SUGGESTED MOTION

I move that the council authorize the administration to apply for a grant to the State Recreation and Conservation Office for repairs to the outdoor swimming pool.

Reviewed by  _____, City Manager

WVVIS **AQUATICS**

Chehalis Pool Renovation Project

W.M. SMITH & ASSOCIATES, INC.

1-800-426-9460

FAX 1-509-962-4751

Chehalis Pool renovation project budget

Option 1 base proposal-----\$150,000.00

1. Surge tank
2. Modulating float valve 8" (1)
3. Main drain 18" x 36" sump and grate VGB (2)
4. Wall inlets (14)
5. Gutter outlets (26)
6. Link seals 2" (40)
7. Lot of PVC sch 40 pipe and fittings
8. Plug old gutter and inlets fitting with non shrink grout
9. Concrete floor around new main drains
10. Saw cut concrete for new 8" main drain piping
11. Excavation for piping and surge tank
12. Core drill (40) 4" cores
13. Provide and install 12 racing lane anchors
14. Labor for above
15. Lodging and travel
16. Shipping
17. Architect / permitting

Option 1.A-----\$ 12,000.00

1. Underwater lights Led (9)
2. Underwater adapter rings
3. Electrical for lights

Option 1.B-----\$115,000.00

1. Fiberglass resurfacing of the pool 10 year warrantee

Option 1.C-----\$ 4,000.00

1. Install ¾ meter dive stand and diving board

Option 1.D-----\$ 53,500.00

1. Raise the gutter to deck level with grating and had hold

Option 1.E -----\$322,000.00

1. Myrtha pool Renovaction Structural Ceramic gutter and Alkor Evolution membrane 15 year warrantee.