

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

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

Regular Meeting of Monday, August 13, 2012

6:00 p.m.

| ITEM | ADMINISTRATION RECOMMENDATION | PAGE |
|---|----------------------------------|------|
| 1. <u>Call to Order.</u> (Mayor) | | |
| 2. <u>Pledge of Allegiance.</u> (Mayor) | | |

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

| CONSENT CALENDAR | | |
|---|---------|---|
| 3. <u>Minutes of the Regular Meeting of June 23, 2012.</u> (City Clerk) | APPROVE | 1 |
| 4. <u>Vouchers and Transfers.</u> (Finance Manager) | APPROVE | 5 |

ADMINISTRATION AND CITY COUNCIL REPORTS

5. Administration Reports.

- a. Council work session to discuss utility rates - August 27, at 5:00 p.m.
(Acting City Manager)

INFORMATION ONLY

6. Council Reports.

- a. Councilor reports. (City Council)
- b. Council committee reports. (City Council)

INFORMATION ONLY

INFORMATION ONLY

NEW BUSINESS

7. Ordinance No. 898-B, First Reading – Rezone Property on Arizona Street.
(Community Development Director)

PASS

7

8. Council Motion Regarding Appropriation of Lodging Tax Funds. (Mayor/Councilor
Pope)

PASS

**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, AUGUST 27, 2012

July 23, 2012

The Chehalis city council met in regular session on Monday, July 23, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:01 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Daryl Lund, and Dennis Dawes. Councilors Spahr and Taylor were absent (excused). Staff present included: Merlin MacReynold, City Manager; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Herta Fairbanks, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Kyle Spurr from *The Chronicle*.

1. **Post Car Show Cruise.** Chris Rohr, President of the Chariots Car Club, stated they would like to run a post car show cruise after the car show on Saturday, July 28. Mayor Ketchum thought it was a good idea and suggested Mr. Rohr work out the details with the city manager and police chief.

2. **Public Hearing on Petition to Rezone Property from Commercial to R-3 Multi-Family Residential.** Mr. Nacht reported, in March, the city received a petition to rezone certain property on NW Arizona Street. He noted the petitioner, Rick Hamilton, was available to speak to any questions the council might have regarding the application. Mr. Nacht reported the draft minutes from the public hearing held by the Chehalis Planning Commission were included in the agenda packet, noting there was very little dialog at that meeting.

Mayor Ketchum closed the regular meeting and opened the public hearing at 6:05 p.m.

Mr. Hamilton stated the property in question was zoned commercial and did not allow for any resident type facilities. He reported he was asking to have the property rezoned to allow the opportunity for someone to build a home or duplex on the property. Mr. Hamilton reported he realized that the property is located in a flood zone, but didn't believe that was going to be an issue. He thanked the council for their time and consideration of the matter.

Mayor Ketchum closed the public hearing and reopened the regular meeting at 6:06 p.m.

Councilor Pope moved that the council direct the administration to draft an ordinance for the council's consideration to rezone the subject property from General Commercial to Multi-Family R-3 Residential.

The motion was seconded by Councilor Dawes and carried unanimously.

3. **Recognition for Raising Funds for New Automated External Defibrillator (AED).** Councilor Pope recognized members of the Chehalis Fraternal Order of Eagles, past State President Charlene Butterfield and Secretary Doug Ashmore, for their participation and support in getting an AED for city hall. Also recognized for their involvement were University of Washington student Denver Niles and Lewis County Bowling Association representative Rich Bunker.

Mr. Niles presented the poster he created that summarized the project. He noted their goal was to raise funds for a defibrillator, and to raise awareness on the use of AEDs.

Councilor Lund stated he also wanted to thank Mr. Bunker for his contributions to the city, noting rumors were he had put in many, if not hundreds, of hours working on the ballfields for the kids.

4. **Presentation of Award.** Mayor Ketchum presented Wastewater Superintendent Patrick Wiltzius with the 2011 Outstanding Performance Award from the Washington State Department of Ecology. He noted the award recognized the exemplary effort and work accomplished by the employees at the wastewater treatment plant.

Mr. Wiltzius reported each month they collect and report over 700 values to DOE, and of those 700 numbers, 400 have a numerical limit. He noted last year was the first time in the city's history that the department was able to accomplish the task of no permit violations. Mr. Wiltzius stated it was his team's achievement and they were proud to be serving the citizens of Chehalis.

5. **Chehalis Renaissance Update.** Chehalis Community Renaissance Team (CCRT) Chair Larry McGee and Co-chair Allyn Roe updated the council on some of the projects the team has been working on.

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Mr. Roe reported they currently had two large sub-committees in place: the Children's Museum Committee; and the newly developed Marketing Committee. He noted they were finalizing plans for a six-month pilot project beginning in February to test the viability of a larger full-scale children's museum in the community.

Mr. Roe reported the airport picked up the landscaping project for the roundabout on Louisiana Avenue, adding it was in the plans since day one, but they were having a hard time funding it.

Mr. Roe reported six wayfinding kiosks were recently installed at various locations throughout the city to supplement the larger vehicle wayfinding signs put up a little over a year ago. He noted they had a little money left in the budget and plan to build a mobile kiosk to take around to community events.

Mr. Roe reported Lewis County Economic Development Council Director Dick Larman brought to their attention some legislation that funded a CERB grant program. He noted they met with city staff to determine if there were any opportunities to apply for one of the grants. Mr. Roe reported they didn't find any that fit in the Renaissance plan; however, they were able to identify a couple of other opportunities throughout the city that would allow the city to be the applicant.

Mr. McGee reported on the study for the business incubator project, noting they had not come to the conclusion yet of whether they should go forth with the plan or not. He noted they were trying to be honest to the mission of giving it an objective look to see if it makes sense.

Mr. McGee reported the subject of holiday decorations remained active, with Councilor Harris leading that effort. He stated they recently had a preliminary meeting on design guidelines, which was one of the things recommended in Tom Beckwith's report.

Mr. McGee reported on the Chehalis Avenue beautification project, noting the public works department had it well under control. He stated their next checkpoint would be when they get to the 90 percent level of design, to make sure all the input that came from the study is incorporated.

Mr. McGee reported Patty Kaija led an amazing effort to overhaul the islands in the downtown area. He noted a number of the planted islands had been sponsored by individuals and challenged the councilmembers to consider sponsoring an island themselves.

Mr. McGee talked briefly on the new marketing program, led by David Hartz. He stated Mr. Hartz was doing a remarkable job and has provided great leadership. Mr. McGee provided the council with a copy of the new brochure and rack card recently produced by the committee, noting they would be placed in a variety of locations in and around Chehalis and will be made available electronically, as well. He reminded the council that the cards and brochures were paid for with funding that comes through the "Friends of the Renaissance."

Mr. McGee reported he recently received a call from someone who wants to remain anonymous, who would like to help fund the marketing program to an even higher level than what was planned.

Mayor Ketchum stated the cards and brochures were very nice, and that they really appreciated what the CCRT was doing to help Chehalis move forward.

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

- a. Minutes of the regular meeting of July 9, 2012;
- b. Claim Vouchers No. 103541-103674 in the amount of \$217,463.17 dated July 13, 2012;
- c. Award bid for SE Prospect Watermain Replacement to Iversen and Sons, Inc., in the amount of \$205,505.64; and
- d. Adopt Resolution No. 11-2012 on first and final reading – surplus city property.

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The motion was seconded by Councilor Pope and carried unanimously.

7. Administration Reports.

a. **Second Quarter and June Financial Report.** Eva Lindgren reported on the June financials, noting the total general fund tax revenues were within \$29,893 of what was projected. She noted the sales and use tax revenues were about \$20,000 short from what they were in 2011, but felt they would still meet the projected \$3 million that was budgeted.

Ms. Lindgren reported any of the significant variances on the other reports were addressed in the notes.

b. **Second Quarter Sales and Use Tax Report.** Ms. Lindgren reported there was still a lot of volatility with regard to sales and use taxes. She noted there was .2 percent variance over last year for the month of July.

City Manager MacReynold stated he was pleased that the city had not begun to see a decline in property tax revenue. He noted the departments continue to watch their pennies, and in most cases, the expenditures were under budget.

c. **Council Work Session Rescheduled.** City Manager MacReynold reported the council work session schedule for July 30 had been moved to August 6. He noted the Cowlitz Wahkiakum Council of Governments scheduled a special workshop on July 30 to discuss "Improving the Economic and Fiscal Health of Our Communities." City Manager MacReynold encouraged the council members to attend the CWCOG's workshop, noting it would set the stage for when they meet the following week to talk about the city's 2013 budget.

8. Council Reports.

a. **Update From Councilor Dawes.** Councilor Dawes reported on two fundraisers coming up at the Lewis County Historical Museum: the blueberry pancake breakfast on Saturday, July 28, and the Pie Social on Sunday, July 29.

Councilor Dawes reported he attended the Business After Hours at Riverside Golf Club on Thursday, July 19, adding it was a nice facility and they had done a lot of nice improvements over the last few years.

On July 18, Councilor Dawes attended the North Lewis County Regional Fire Authority Planning Committee meeting, noting it was well attended and they were actually starting to get into some of the meat and potatoes of the issue. He suggested the numbers were very preliminary, but it was encouraging to see things starting to move.

9. Ordinance No. 897-B, Second and Final Reading – Approving Interfund Loan Between the Water and Wastewater Funds.

Councilor Harris moved to pass Ordinance No. 897-B on second and final reading.

The motion was seconded by Councilor Pope and passed 5-1 with Councilor Lund voting against the motion.

10. **Ordinance No. 896-B, Second and Final Reading – Amending the 2012 Budget.** Ms. Lindgren reported she included a spreadsheet in the agenda packet that highlighted any changes made since first reading.

Councilor Harris moved to pass Ordinance No. 896-B on second and final reading, as amended.

The motion was seconded by Councilor Dawes and carried unanimously.

11. **Street Repairs.** Councilor Lund wondered if they should make a policy with regard to chip sealing the roads. He suggested some roads in town were being chip sealed when perhaps they didn't need it, while others that really needed it were not being done.

Councilor Dawes suggested it would nice to start crack sealing our roads, noting the city needs to do what we can with what we have to build a little life into our roads.

July 23, 2012

Councilor Harris reported he happened to get stuck behind the street oiler the other day and noticed it seemed to be having a heck of a time moving, and asked if that was the county's equipment. City Manager MacReynold indicated it was the city's oiler. Councilor Harris stated that might explain why the chip seal work done on Louisiana Avenue last year didn't take well. City Manager MacReynold reported it wasn't the same oiler they used last year, adding the weather conditions last year were just very negative for doing chip seal.

Public Works Director Herta Fairbanks reported the city purchased the oil spreader from Lewis County at the beginning of the year for around \$60,000. She stated they knew when they purchased it that there were some kinks in it and would require some maintenance. Ms. Fairbanks reported it worked eminently better than what the city had before, and it was fully digitized. She suggested if the city were to purchase the same piece of equipment elsewhere in its current condition, it would be on the order of \$120,000.

Ms. Fairbanks reported crack sealing was definitely on their list of priorities, but they were constrained by the budget. She noted they have two street employees and are only able to do the street oiling projects by virtue of being able to hire seasonal labor. Ms. Fairbanks stated National Avenue was definitely on their high-priority list; however, the costs to do what needs to be done are far outside the city's pocketbook at this time.

Ms. Fairbanks reported on the chip seal program, noting the street superintendent has a list of all of the city streets and has it mapped out so that each year they capture significant sections of the city. She indicated they try to capture the most critical areas first and do all of the streets in that particular area that can receive chip seal.

Ms. Fairbanks reported the crew was working hard and doing a great job. She stated, despite the new oiler having issues, they were thrilled with the results they are getting from it and were looking forward to its long productive life.

There being no further business to come before the council, the meeting adjourned at 6:48 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

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

CITY OF CHEHALIS
AGENDA REPORT

DATE: July 31, 2012
TO: The Honorable Mayor and City Council
FROM: Robert Nacht, Acting Finance Manager
PREPARED BY: Michelle White, Accounting Tech II
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

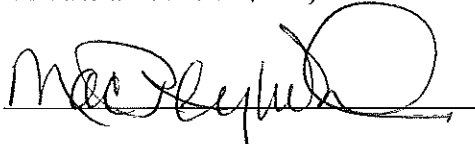
Claim Vouchers No. 103675 through 103836 and EFT No. 62012 in the amount of \$320,065.36 dated July 31, 2012 and the transfer of \$158,187.98 from the General Fund, \$32,932.67 from the Arterial Street Fund, \$16,260.40 from the Tourism Fund, \$1,722.29 from the Federal & State Grants Fund, \$45.60 Automotive Equipment Reserve Fund, \$17.72 from the Garbage Fund, \$67,456.11 from the Wastewater Fund, \$15,365.86 from the Water Fund, \$26,961.18 from the Storm & Surface Water Utility Fund, and \$1,115.55 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the July 31, 2012 Claim Vouchers No. 103675 through 103836 and EFT No. 62012 in the amount of \$320,065.36.

SUGGESTED MOTION

I move to approve the July 31, 2012 Claim Vouchers No. 103675 through 103836 and EFT No. 62012 in the amount of \$320,065.36.

Reviewed by: , City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: July 31, 2012
TO: The Honorable Mayor and City Council
FROM: Robert Nacht, Acting Finance Manager
PREPARED BY: Michelle White, Accounting Tech II
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

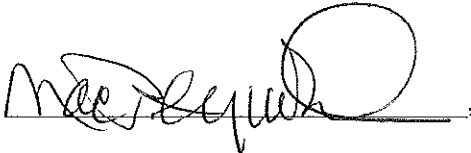
Payroll Vouchers No. 35812 through 35905, Direct Deposit Payroll Vouchers No. 3304 through 3376, and Electronic Federal Tax Payment No. 113 in the amount of \$687,698.24 dated July 31, 2012, and the transfer of \$489,231.50 from the General Fund, \$19,567.80 from the Arterial Street Fund, \$15,013.61 from the Gambling Enforcement Fund, \$587.06 from the Garbage Fund, \$71,843.07 from the Wastewater Fund, \$74,656.73 from the Water Fund, \$11,214.17 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 July 31, 2012, Payroll Vouchers No. 35812 through 35905, Direct Deposit Payroll Vouchers No. 3304 through 3376, and Electronic Federal Tax Payment No. 113 in the amount of \$687,698.24.

SUGGESTED MOTION

I move to approve the July 31, 2012, Payroll Vouchers No. 35812 through 35905, Direct Deposit Payroll Vouchers No. 3304 through 3376, and Electronic Federal Tax Payment No. 113 in the amount of \$687,698.24.

Reviewed by: , City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
DATE: August 6, 2012
SUBJECT: Ordinance No. 898-B; Rezone Property from Commercial to R-3 Multi-Family Residential.

ISSUE

The Council directed the administration to draft an ordinance rezoning certain property for its consideration.

DISCUSSION

Mr. Rick Hamilton submitted a petition to rezone his property on NW Arizona Street from General Commercial to R-3; Multi-Family Residential. The details of the proposal are identified in the attachments to this agenda report.

The Planning Commission conducted a public hearing on this proposal on June 12th, and has submitted a recommendation to approve the rezone request. The draft minutes of the Commission meeting are also attached.

The city's development regulations require that the Council must also conduct a public hearing on rezone requests before making a decision. The Council held that hearing on July 23rd, and Mr. Hamilton explained his proposal. Mr. Hamilton stated that he wanted to construct something similar to other residential development in the area.

The Development Review Committee has reviewed this proposal, and has no specific comments. At such time as any development permit application might be submitted, a technical review of the development proposal would be done.

One of the issues facing the subject area is the proximity to the Chehalis River. The subject property is not located within the regulatory floodway, but it is in a floodplain. The current regulations would require any buildings to be located above the flood of record level (the 2007 flood event).

The Wastewater Treatment Center operator has suggested that odor from the plant may impact residential development in the vicinity (and downwind) of the plant. He has suggested that any development approvals contain language regarding the potential for air quality impacts. The city's development regulations would allow conditioning statements on any permit review and approval, so that issue could be addressed at permit review.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council consider Ordinance No. 898-B on first reading.

SUGGESTED MOTION

I move that the Council pass Ordinance No. 898-B on first reading.

Reviewed by:  _____ City Manager

PETITION FOR AMENDMENT

(check only one)

- Chehalis Comprehensive Plan (July 12, 1999)
- Chehalis Uniform Development Regulations (March 25, 2002)
- Chehalis Public Works Standards (July, 2005)
- Chehalis Zoning Map (Rezone)
- Other (specify): _____

To: The Honorable Mayor and City Council
Chehalis Planning Commission
Chehalis Development Review Committee

From: [The undersigned]

Date: March 27, 2012

Subject: Request for Formal Review and Decision on a Proposed Change to the Indicated Document.

1. The specific location (page number, section number or other identification) of the referenced text or map to be considered for amendment:

Part of the NW1/4 SW1/4 Sec 30, T14N R2W W.M. Lewis County, Washington

2. The specific text proposed to be changed. Use ~~strikethrough~~ format to indicate text proposed to be deleted, and underline format for text proposed to be added. If lengthy, attach additional pages:

3. Submit a map for the alternative to the existing map. (Attach). Use dashed lines to indicate new lines proposed to be added or moved, and 'X's on removed or revised lines.

4. The specific reason (in detail) why this change is necessary:

Would like zoning changed from commercial to R3 or R4 to allow
Single Family, Multi-Family or Condominium residency, on the
parcels.

5. The anticipated/expected affect of this change on the location, vicinity and/or overall community:

Nocadverse affect is anticipated with this change as the property
is adjacent to single family residents and a apartment complex.

6. ***By my signature hereon,*** I hereby certify that I have a full understanding of the implications of the above proposal, and request an opportunity to present testimony at any public hearing(s) held on this petition. I further understand that the Chehalis city council will consider this and any other similar petitions only during the second quarter of a calendar year.

Signature (x): *Rick Hamilton*

Printed name: Rick Hamilton

Mailing address: 1316 NW River St Chehalis Wa. 98532

Phone #: 748-9615 or cell 269-4845

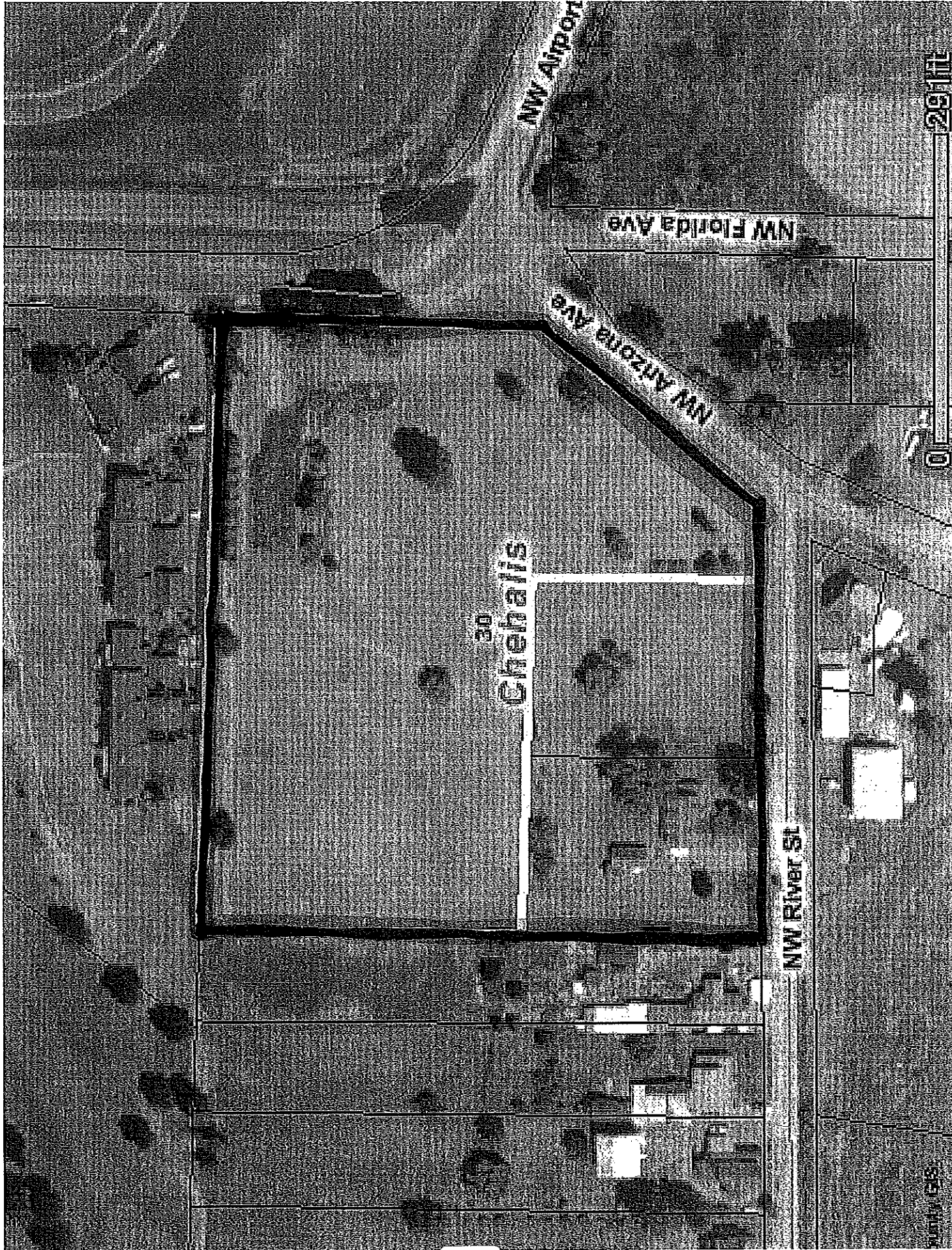
OFFICE USE ONLY:

Received 3/30/12 By *R* File # RZ-12-105
Fee paid on 3-30-12 Check #: 8714 Receipt # 7131

Submit to the Development Review Committee on: _____

Submit to the Planning Commission on: _____

Submit to the City Council on: _____



Chehalis Planning Commission
Minutes

June 12, 2012

The Chehalis Planning Commission met in regular session on Tuesday, June 12, 2012. Members present were chairperson Jim Ward, Scott Blinks, Jeff Mecca and Steve Bell. Members absent were Arnold Haberstroh, Adam Holgate and Kyle McKerricher.

The regular meeting was called to order at 6:00 PM by chairperson Ward, and recessed into a public hearing regarding a petition to rezone property at 1340 NW Arizona Street. Mr. Rick Hamilton presented his petition and explained the reasons he wanted to have his property rezoned.

Mr. Hamilton explained that the character of that area is residential, not commercial as is the present zoning designation, and there are both single family and multi-family residences already existing around his property. He indicated that he wanted to construct a few duplexes on the property, not an apartment complex.

Mr. Ward asked the staff if there were any correspondence or recommendations. Mr. Bob Nacht explained the notification process for the hearing and that staff had mailed notices to property owners within 300 feet of the subject property. Notice of the hearing had also been provided to the media as required. Mr. Nacht explained the internal review process provided by the city's Development Review Committee, and that no comments or recommendations were noted from staff on this petition. Future development of the subject property will be subject to whichever zoning designation is adopted as well as other applicable development regulations.

The chairperson asked if anyone in the audience wanted to speak for or against the proposal. Mr. Tom Kimbal, a resident within 300 feet of Mr. Hamilton's property, indicated he didn't have any comments, but that he was in attendance to learn what the proposal was and what Mr. Hamilton's plans were.

Mr. Ward closed the public hearing and reopened the regular meeting. The commission members discussed the various aspects of the proposal amongst themselves.

Mr. Scott Blinks moved to recommend approval of a rezone to R-3. He stated that there are no objections to this proposal filed even after the surrounding property owners had been notified of the hearing. Mr. Blinks stated that the proposed rezone area is not 10 acres, but the surrounding area is already developed in residential homes even if not zoned residential, that Mr. Hamilton does not control any properties other than his own, that it is not reasonable to require expansion of a residential zone westward into a floodway where residential construction is prohibited, or northward into the golf course, simply to get to 10 acres.

Mr. Jeff Mecca seconded the motion and it passed unanimously.

There being no further business before the Commission, Mr. Blinks moved, and Mr. Steve Bell seconded, to adjourn the meeting. Motion passed unanimously at 6:40 PM.

ORDINANCE NO. 898-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
REZONING CERTAIN PROPERTY DESCRIBED HEREIN, AND
ESTABLISHING AN EFFECTIVE DATE HEREOF.**

WHEREAS, The city received a petition from Rick Hamilton to rezone certain property located at 1316 NW River Street, 0 NW River Street, and 1340 NW Arizona Street; and,

WHEREAS, Chehalis Municipal Code Section 17.09.140 prescribes the manner to be used by the city to review and make decisions on such rezone petitions; and,

WHEREAS, The Chehalis Planning Commission held a public hearing on said petition and forwarded a recommendation to the City Council; and,

WHEREAS, The Chehalis City Council held a public hearing on said petition and directed the administration to draft an ordinance for the Council's consideration; now, therefore,

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

Section 1.

The property legally described as Lots 'A', 'B' and 'C' of Chehalis Boundary Line Adjustment No. BLA-08-145, recorded under Auditor File No. 3316726, commonly known as 1316 NW River Street (Lot 'A'), 0 NW River Street (Lot 'B') and 1340 NW Arizona Street (Lot 'C'), shall be, and the same hereby are, rezoned to R-3, Multi-Family Residential.

Section 2.

The effective date of this ordinance shall be immediately upon its passage and publication.

PASSED by the City Council of the city of Chehalis, Washington, and **APPROVED** by it's mayor this 27th day of August, 2012.

Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney