

Chehalis Community Renaissance Team (CCRT)

January 8, 2010

Meeting Notes

Chair Larry McGee called the meeting to order at 8:35 a.m. with the following members present: Tom Bradley, Shelly Clemens, Ralph Hubbert, Debbie Knapp, Greg Lund, Allyn Roe, Jim Rothlin, Bill Schulte, and Gail Shaw. Staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, Bob Nacht, Community Development Director; and Rick Sahlin, Street Superintendent. Guests included Scott Forsman.

Welcome

Larry noted Mitch Moberg is still very interested in being on the CCRT; however, at this time, his business requires his attention.

Jim Valley, the new chamber director, will become involved with the group.

Larry welcomed Scott Forsman, owner of the historic St. John's Garage building. After doing extensive remodeling to the outside of the building, Scott and his wife Bambi are doing the same inside. Larry thought it would be great if we held an upcoming meeting at the building so Scott could show us what he's done so far, and share his plans for the building. Scott stated he would welcome the group and we will meet there February 12.

Larry is trying to make contact with those CCRT members who have not been able to attend regularly to see if they are interested in continuing on the committee.

Communications Update

1. **CCRT Presentations.** Larry will attend the January 25 council meeting to update them about what's going on with the Renaissance.
2. **Evergreen Journal.** Larry spoke with Bill Carter with the Evergreen Journal and did another interview. Bill would like to do an interview every six to seven weeks to keep the Renaissance in front of the public.

The chamber has been helpful to include Renaissance activities/updates in their monthly newsletter. Larry noted the nice article on the historic walking tour from Julie McDonald, a columnist with The Chronicle. Julie participated in the tour held December 19.

3. **Litter.** After a suggestion by Ralph, Larry and city staff worked with Reliable Enterprises to create a three-month litter pickup trial on selected city streets, including Market Street from Dairy Dan to the Safeway parking lot; Riverside Drive from Highway 6 to the steam train entrance; and National Avenue from Callisons north to Staples. This project will help augment work done by city crews and Reliable is willing to expand their services to include light weeding/gardening. The first pick-up is scheduled for January 12.

Greg asked if the 2010 city budget included funding for the Renaissance. Larry didn't believe it did, noting the general philosophy of the Renaissance was not to use city funds. He noted The Industrial Commission is helping financially. Greg suggested the CCRT put some ideas before the city council for the next budget cycle. Merlin stated he did budget a few thousand dollars for the Renaissance without any specific projects earmarked. Even with the current economic climate and employee layoffs, Merlin indicated the city needs to have some level of commitment. If the CCRT wants to propose something for the 2011 budget the city would need to know in June or July when the budget process begins.

Gail noted The Industrial Commission is committed to the Renaissance.

Ralph stated Dick Larman is a good resource to help find grants and he has indicated his willingness to help. There's money out there, you just need someone to know how to get it. Larry stated he met with J. Vander Stoep and he is going to try to help us identify others who can also help in this area.

4. **Set Up of Foundation for CCRT Activities.** Larry stated The Industrial Commission sponsored the cost of setting up a 501(c)(3) non-profit entity called "Friends of the Chehalis Community Renaissance." All paperwork has been sent to the state and IRS. The board consists of Larry McGee, chair; Allyn Roe, vice chair, Debbie Knapp, secretary; and Tom Bradley, treasurer. The board held their first meeting on December 23 and will meet again following this meeting.

5. **Office Location.** Larry has looked at a few locations, but will continue the search for a downtown location that provides enough space and is visible to the public. He also noted he needs to get the Renaissance display set up in Scott Forsman's building, which will include art work from special needs children that Dr. Pope is assembling.

Quick Project Updates

1. **Historic Walking Tour.** The historic walking tour was held December 19 and went very well with around 40 people attending. It wasn't too cold and the rain held off until the very end! It was noted that Dennis Dawes and Edna Fund were among the participants and they both provided additional stories and history along the tour. Thanks to both of them! We received very positive comments from the participants. Debbie indicated the hope to do another tour in the spring. Thanks to DeVaul Publishing, Book 'n Brush, Twin Cities Trading Post, and Bliss salon for providing goodies and warm drinks for those who took the tour.

2. **Wayfinding Project.** Rick Sahlin reported five bids were received, although one was thrown out because it was incomplete. Bidders could bid on just the signs, just the hardware and posts, or both. Total bids ranged from \$23,461.77 to \$31,603.15, with all bidders bidding on both schedules. Staff will meet with the city attorney to review the bids and discuss how they should be awarded. The plan is to present a recommendation to the city council at their January 25 meeting. Staff hopes to have the signs up by the end of the first quarter.

Rick stated that staff had been working with WSDOT on placing seven other wayfinding signs on state right-of-way and were hopeful that was going to happen; however, they recently found out there was a change in the Manual on Uniform Traffic Control Devices (MUTCD) from the Federal Highway Administration. WSDOT notified staff that the change in the MUTCD did not include these types of signs, so it wasn't going to happen, except for possibly one on State Highway 6 for Lintott/Alexander Park. This will not be pursued until Tim Grochowski returns from leave from his recent back surgery.

It was noted that we need to have a lot of publicity when the first sign goes up.

3. **Inventory of Vacant Buildings.** Greg reported that he's been working on compiling a list of vacant buildings that are for sale or lease. It has been somewhat challenging to gather the information because not all of the buildings are officially listed; some are just by word of mouth. The downtown area is complete and includes the area from Les Schwab to the Royal Chinese Buffet on North Market. He is now working on Chehalis Avenue to the courthouse. He said it would be helpful to have aerial maps so that interested buyers could have a good view of the area. Merlin stated he should contact Don Schmitt with the public works department to get the maps.

Good of the Order

1. **Integrated Business Incubator.** Jim Rothlin is taking the lead on this project. He stated the Port has had clients looking for 3,000 to 4,000 sq. ft. office buildings, but they just aren't available. A subcommittee met with Dr. Jim Walton from Centralia College because they are quite interested in this same area and Dr. Walton has some previous experience with incubators. The group is going to Tacoma on the 22nd to visit an incubator building. They also want to talk with people who have been involved with projects that weren't successful.

Bob suggested Jim contact Mr. Al Unger, the gentleman who recently purchased the Severns Building. Mr. Unger has plans to construct such a project at Jackson Highway and Ribelin Road. He added that Allyn should also call Mr. Unger about his interest in sharing space in the Severns Building with a children's museum.

2. **Potential "Automobile" Event at Port.** Larry and Max McDonald, owner of Maximilian's Motor Sports, plan to meet with the Port Commissioners again in January about a potential automobile event at the Port that would include a foreign car show and a Rally Cross. They hope to create an event that would bring people into the community and generate overnight stays. They would plan to have local food vendors set up during the event. The Port Commissioners are tentatively interested in the concept. There was discussion about exploring the possibility of combining this event on the same day as Planes, Trains and Automobiles (formerly Krazy Dayz), which is set for August 7.

Merlin noted the Renaissance was in the planning stages over the last two years and now that we're in the implementation phase a lot is being accomplished with little to no public money. He thanked everyone on the CCRT for making this happen, noting the Renaissance is making a difference and he expected to see huge differences in the next two to five years. Gail added that citizens are taking hold of the projects and it is clearly not a city/government project.

The meeting ended at 9:35 a.m.

Next meeting is Friday, February 12 at the City Farm Building.

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

Chehalis Community Renaissance Team (CCRT)
February 12, 2010
Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Brenda Book, Tom Bradley, Shelly Clemens, Judy DeVaul, Debbie Knapp, Greg Lund, Allyn Roe, Bill Schulte, and Gail Shaw. Staff present included: Caryn Foley, City Manager's Administrative Assistant, Tim Grochowski, Public Works Director; Bob Nacht, Community Development Director; and Rick Sahlin, Street Superintendent. Guests included Frank DeVaul and Paula Collucci from DeVaul Publishing.

The meeting was held at the City Farm building, owned by Scott and Bambi Forsman.

Welcome

Larry welcomed all to the meeting and thanked Scott for allowing us to tour his building and hear about his and Bambi's plans for it.

Communications Update

1. **Tagline.** On display was the banner that was created for Gail Shaw's grand marshal float in the Santa Parade. Larry explained the tagline on the banner, "Respecting our Past, Building our Future" came out of a discussion when the banner was created. They've received lots of positive comments and Larry suggested it be submitted to the city council for official adoption. He stated it would be used on all media, correspondence, etc.

Although everyone seems to like it, a discussion was had about whether or not this was really a tagline. Some thought it was more of a vision or mission statement and really didn't identify Chehalis. Others thought, for marketing purposes, it was too long. Gail suggested we use "Chehalis – The Friendly City," which has been used unofficially in the past. Larry stated he would get together with Merlin to discuss these suggestions. ***Note following the meeting: a small group of the CCRT will get together to discuss the tagline issue further. They include Shelly, Judy (and Frank), Caryn, Larry, and Gail.***

2. **Wayfinding Project.** Tim Grochowski and Rick Sahlin brought one of the finished wayfinding signs for everyone to see. The signs will begin going up next week near city hall. Tim stated we didn't use all of the grant money and wondered if we couldn't use it for potential sign damage in the future, or for kiosks, which were discussed earlier in the process. Caryn stated she would review the grant agreement because it was specific as to what the money could be used for. Rick stated the 32 signs will begin going up next week. They will begin in the center and work their way out so that the signs can be followed as they go up. Gail thought it would be great if the signs could be illuminated. ***Note following the meeting: An unveiling of the first sign is set for Friday, February 26 at 11:00 a.m. across the street from city hall at the Presbyterian Church. A flyer went out to all CCRT members and city council, and the news media has been contacted.***

3. **Tour of City Farm Building.** The City Farm building was built in 1914 and housed the historic St. John's Garage and St. Helens Theater. After doing extensive remodeling to the outside of the building, Scott and Bambi are doing the same inside. Scott led the group throughout the building and shared plans for what they would like to do with it. Scott and Bambi have purchased ancient architectural pieces from around the world to use in the building. Among other things, they would like to create a performance theater on the second floor and bring the building back to its grandeur when it housed the St. Helens Theater. Thank you to Scott for welcoming the group! Larry asked Scott to pass along well wishes to Bambi.

Next meeting is Friday, March 12 at the City Hall

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

Chehalis Community Renaissance Team (CCRT)

March 12, 2010

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Dwayne Aberle, Del Ames, Tom Bradley, Shawna Crume, Judy DeVaul, David Hartz, Ralph Hubbert, Debbie Knapp, Dick Larman, Brian Meents (representing Twin Cities Trading Post and Mitch Moberg), Allyn Roe, Jim Rothlin, Bill Schulte, and Gail Shaw. Staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, Tim Grochowski, Public Works Director; and Bob Nacht, Community Development Director. Guests included Frank DeVaul, Dr. John McCord, as well as Steve Harvey, Jennifer Keene, and Rosemary Siipola from the Cowlitz-Lewis Economic Development District.

Welcome

Larry welcomed Shawna Crume as a new member to the CCRT representing the Young Professionals group, and all of the guests in attendance.

Communications Updates

1. Larry announced that Mitch Moberg from Twin Cities Trading Post has stepped forward to organize a cleaning of the downtown flower beds on Tuesday, March 16 at 9:00 a.m. Meet at the Trading Post if interested. Larry asked Brian to thank Mitch for taking the initiative on this project.
2. Larry stated Reliable Enterprises has done some litter pick-up over the last three months in selected areas of the city. He passed around before and after pictures of the latest pick-up along National Avenue from Staples to Callisons in which workers picked up 400 lbs. of trash and four large bags of recyclable cans!

Quick Project Updates

1. **Walking Tour Plaques.** The CCRT has been approached by Mike and Sue Austin with an interest in funding brass plaques for each of the buildings featured in the Historic Walking Tour brochure. Debbie showed a sample of what the plaque would look like, similar in shape to our new wayfinding signs. The signs will include the original business name and the year built.
2. **Parking Structures.** City, county, CCRT, and Industrial Commission reps met recently with Rick Williams, a parking consultant who did work for the city of Vancouver among many others. Mr. Williams is very knowledgeable in all aspects of parking, including design, use, and financing. A workshop is being planned with Mr. Williams to talk about two parking structures – one for the new county campus and the other at the corner of Boistfort and Washington on a city-owned surface parking lot.
3. **Children's Museum.** Corine Aiken has joined the children's museum group. Allyn reported they are drafting a business plan and are working on a presentation overview. The next steps involve holding a visioning meeting and refining the business plan so a solid viability/feasibility study can be completed.
4. **Farmers Market.** The market continues to grow. They are in the process of hiring a new manager. Merlin, Larry and Caryn recently met with the current manager, Brenda Book. Brenda reviewed some financial and statistical information for the market and it is very impressive what they do with such a small budget as they continue to get bigger and better. The city, in partnership with the Renaissance, pledged \$1,200 to the market for advertising expenses for 2010.
5. **Young Professionals.** Shawna stated the group now has 11 full time core members and they are working toward structuring themselves for long-term success. The group has been formally organized and they would eventually like to expand county-wide instead of just Chehalis and Centralia. The group remains under the umbrella of the Chamber of Commerce.
6. **Food Bank.** Larry was approached by John Braun who is assisting the Greater Chehalis Food Bank. They need to move from their current location and came to the CCRT for help. Larry pointed out that the CCRT is really becoming a group that is seen as getting things done. The concept has been floated to combine the Greater Chehalis Food Bank coalition distribution facility into one new facility. This would save operational costs.
7. **City Farm Building.** Larry stated that during the tour of the City Farm building Scott Forsman mentioned he would like to find someone to help restore the frescos in the upstairs theater area among other projects that students or community volunteers might assist with. Larry contacted Brian Tyrrell, head of Centralia College's theater department and he and Scott are meeting on March 16 at 10:00 a.m. at the City Farm building. Anyone is welcome to attend if interested.
8. **Wayfinding Signs.** Tim reported that six signs are up and six more are slated to be installed next week around Main Street. The next area to be tackled will be Market Boulevard. There is still grant money left, so the second phase of the project will include making sure the signs flow together after they are all up - additional signs will be purchased if needed. The second phase also includes pedestrian signage,

such as directory kiosks in targeted areas. Judy noted she passed along a neat idea she saw in another city where they had an embedded bronze maps in the sidewalks.

9. **Chehalis Avenue Pilot**. The pilot project is in process and will probably continue a few more months. We are hearing positive comments now as compared to many negative comments when the trial started. Measures of success have been drafted and will be used following completion of the pilot. We had some sketches done showing a vision for what the street could look like. Larry is in the process of sharing those with the area businesses.

10. **Business Incubator**. Jim reported that a group went to Tacoma to visit an incubator where they learned some helpful information. We now need to look at what would work here, how it would be organized, etc. He noted the Port has available land. We will look for grants and continue to work with the Cowlitz-Lewis Economic Development District.

11. **Joint Fundraiser between Friends/Historical Museum**. Debbie stated that Julie McDonald Zander, a local historian and author, approached her about writing a book on the history of Chehalis as a joint fundraiser for Friends and the Lewis County Historical Museum. The book would expand upon the Historic Walking Tour. There are still many details to work out, but they plan to have the book on shelves before Christmas 2010.

12. **Thanks**. Larry stated the March edition of DeVaul's Business to Business featured several wonderful articles about the Renaissance and Chehalis and he thanked them for keeping the Renaissance in front of the public.

13. **Tagline/Nickname**. Frank reported that a subcommittee was formed to make a recommendation to the CCRT for a new city tagline and nickname. The group looked at information put together to-date from consultant Tom Beckwith that was gathered from several branding work sessions over the last year-and-a-half.

After reviewing the information it was determined that a new tagline had to encompass the city's community spirit, history, and future opportunities. The subcommittee came up with, "Chehalis – Where Heart and History Shape Our Future." Frank went on to say that the proposed nickname, "Chehalis – The Friendly City" complimented the tagline and both captured the spirit of the Renaissance and painted a picture of what we want to be known for.

Frank explained that implementation was key, and we would need to "sell" the vision and integrate it into everything we do. He identified several ways this could be done through the tourist and service industries, hotels, motels, and restaurants, businesses, schools, service clubs and organizations, neighborhood programs, the chamber, EDC, Port, city staff, and churches. We would create an atmosphere that being friendly is second nature. He noted there was no capital buy-in, it was all-inclusive, and it wouldn't change with time. He added this would be a recommendation from the CCRT to the city council requesting consideration for formal adoption.

Ralph moved to accept the proposed tagline and nickname and recommend the same to the city council for approval. The motion was seconded by Gail and carried unanimously.

Presentation

1. **Cowlitz-Lewis Economic Development District (CLEDD)**. Steve Harvey, Jennifer Keene, and Rosemary Siipola were in attendance to talk about how their organization might help the CCRT with some of the Renaissance projects. Mr. Harvey stated he was impressed with everything that was going on with the Renaissance. He explained they were with the Cowlitz-Wahkiakum Council of Governments, which is the lead agency of the CLEDD that was formed in 1998 and is funded from through the Economic Development Administration. Local governments, non-profit agencies and private representatives in Cowlitz and Lewis Counties comprise the CLEDD. The organization offers an array of assistance in business development, infrastructure planning, construction activities, and grant writing. The CLEDD is responsible for preparing the Comprehensive Economic Development Strategy (CEDS) that contains goals, objectives and strategies regarding the economic priorities of the CLEDD.

Jennifer stated they are working on updating the CEDS, noting the Chehalis Renaissance is listed in the current document. She suggested it would be helpful if the CCRT could give them some specific projects to determine if the CLEDD could provide assistance. Larry and Merlin will meet to talk about a list of potential projects and get that information to Jennifer, Steve, and Rosemary.

The meeting concluded at 9:45 a.m.

Next meeting is Friday, April 9 at City Hall

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

Chehalis Community Renaissance Team (CCRT)

April 9, 2010

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Shawna Crume, Debbie Knapp, Brian Meents (representing Twin Cities Trading Post and Mitch Moberg), Allyn Roe, Jim Rothlin, Bill Schulte, and Gail Shaw. Staff present included: Caryn Foley, City Manager's Administrative Assistant, and Bob Nacht, Community Development Director. Guests included Frank DeVaul, as well as Jackie Rose, Joseph Gabiou, and Sheila Gray from the Community Farmers Market, and Kari Winsor from Blue Earth Farms.

Welcome

Larry welcomed all of the guests in attendance.

Presentations

1. **Community Farmers Market.** Jackie Rose, new Market Manager, Joseph Gabiou, Market Board President, and Sheila Gray, WSU Extension Liaison presented information about the market. A copy of the presentation is attached.

Noted in the presentation was the fact that the vendor roster for 2010 was filled by April 1 with 22 vendors. Larry offered that if another vendor was interested he would give up the space of the Renaissance booth. This led to a discussion about expansion of the market – either in area or by days. Both have been discussed by the market board, and they noted that most vendors travel to other markets throughout the week, so expanding the days may be difficult. They have also talked about using the other side of Boistfort between Market and Washington, but the road is uphill, making it difficult to use. Larry encouraged the market to talk with the city and the CCRT when they are ready to start thinking about expanding because he knows that both entities are very supportive of the market.

Shawna stated that last year some of her art students went over to the market and they really enjoyed it. She asked if there was a possibility of future student participation. Shawna will follow-up with Jackie about this opportunity.

Debbie stated she made arrangements with Brenda Book for someone to make a presentation at a CBA meeting, and she will follow-up with Jackie to get that scheduled. It was noted that it would be good for the market to have an ongoing connection with the CBA.

Jackie stated the need for an area to store tent canopies, tables, chairs, etc. in the downtown area so they don't have to be brought back and forth in a vehicle each Tuesday. Greg stated he knew of a location on Boistfort and will follow up on seeing if it can be made available.

Jim asked how/where the market advertises. They use radio, PSAs, flyers, posters, postcards, their website and word of mouth. They used to have a sign on a Twin Transit bus, but the bus no longer allows a sign, only window decals. The city advertises the market on one of its reader boards throughout the season. One of Jackie's goals is to look at other areas of the city and outside the local area to advertise.

Larry thanked Jackie, Joseph, and Sheila for attending. He added that what the market does with such a small budget is amazing.

1. **Blue Earth Farms.** Kari Winsor and her husband, Mark, own Blue Earth Farms. She explained the mission of their educational farm is to help the community implement a healthy lifestyle. They have been working with local schools to develop or reinstitute gardens to teach kids how to raise a garden and the importance of eating healthily. They will have gardens in nine local schools in 2010. Another goal is to integrate the food from the gardens into school lunch programs. They also plan to show the kids that they can sell the items from their gardens, which the kids are very excited about. After listening to the Farmers Market presentation, Kari wondered if the kids could participate in the market by having a booth to sell their items. Attached is information from their website with more details about what Kari talked about.

Communications Updates

Larry made a presentation to the city's management team at one of their recent meetings. He also went out to the city's public works department to talk with employees and to thank them for their great work on the wayfinding signs. Larry has registered the following domain names in anticipation of developing a Renaissance website:

CCRTeam.org

chehalisfriends.org

chehalisrenaissance.org

friendlychehalis.org.

The CCRT's recommendations for a new city tagline and nickname will be presented to the council on April 12 beginning at 6:00 p.m. He and Frank will make the presentation.

Quick Project Updates

1. **Parking Structures.** City, county, CCRT, and Industrial Commission reps are holding a work session with Rick Williams, a parking consultant who did work for the city of Vancouver among many others, on Tuesday, April 20 at 2:00 p.m.
 2. **Children's Museum.** The subcommittee is holding a visioning meeting on Tuesday, May 25 at Centralia College.
 3. **Chehalis Avenue Pilot.** The pilot project will run a little longer. There have been some issues with deliver trucks parking on the street, but Larry believes those concerns have been almost completely addressed. Bill stated it is hard to turn left onto Chehalis when trucks are parked on the end spaces. It was suggested that those spaces be reserved for compact cars only.
 4. **Young Professionals.** Shawna stated the group is no longer under the umbrella of the chamber, so they are looking at revamping themselves. They also have a team that is participating in the American Cancer Society Relay for Life event. Larry reaffirmed that the CCRT would welcome the YP being under the umbrella of the CCRT.
 5. **Community Inventory.** Greg continues to work on the project.
 6. **Wayfinding Signs.** As of the end of today, public works should have 18-21 of 32 signs installed. The goal is to have all installed by the end of this month.
 7. **Book on History of Chehalis.** Julie McDonald Zander, a local historian and author, is finishing up on another book and after that she will begin work on a new book about the history of Chehalis. This will be a joint fundraiser for the Friends 501(c)(3) and the Lewis County Historical Museum. Debbie stated that she, Caryn, and Councilors Dennis Dawes and Daryl Lund will work with Julie on this project. The book will be available by December 1. Debbie noted the museum will host "An Evening with Authors" on Friday, December 3.
 8. **Litter-Weeding.** Thanks to Mitch Moberg and Brian Meents from Twin Cities Trading Post for spearheading the weeding of several of the downtown flower beds. Several others helped, including Larry McGee, John, Lynn, Harry, and Colin McCord, Isabel Mora, and Catherine Foster.
- Larry stated Ralph Hubbert suggested that we hire Reliable Enterprises to do a clean sweep of all the flower beds. They will then approach downtown business owners about taking responsibility for maintaining a bed or making a donation to fund ongoing maintenance by Reliable. Larry also noted that Patty Kaija approached him about plantings for the beds.

Allyn is working with the big box stores to help in the ongoing effort to clean up the litter in the area of the airport.

9. **Relay for Life.** Debbie stated she is chairing this event and invited everyone to attend on May 14-15 at Tiger Stadium. Lewis County has met its goal and is a Pacesetter for the event.

10. **Steam Train.** Jim asked Debbie, as a member of the steam train association, if she had any sense about the association's feelings with relocating the train loading area from its current location to Main Street. Debbie stated they have questions, but they aren't opposed to it.

The meeting concluded at 9:40 a.m.

Next meeting is Friday, May 14 at City Hall.

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

Chehalis Community Renaissance Team (CCRT)

May 14, 2010

Meeting Notes

Co-chair Allyn Roe called the meeting to order at 8:35 a.m. with the following members present: Del Ames, Shawna Crume, Ralph Hubbert, Dick Larman, Dr. Isaac Pope, and Gail Shaw. Staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, and Bob Nacht, Community Development Director. Guests included Corine Aiken and Dr. John McCord.

Welcome

Allyn welcomed all of the guests in attendance.

Project Updates

1. **Children's Museum**. The advisory committee consists of Corine Aiken, Larry McGee, Renell Norquist, Allyn Roe, and Kelly Vanasse. A visioning meeting is set for Tuesday, May 25 from 6:00-8:00 p.m. at the Centralia College Science Center Amphitheater Room 121. About 85 people have been invited to participate. They were selected from local doctors, educators, and the public and private sectors. Allyn extended an invitation to members of the CCRT. The meeting will consist of an introductory session. Participants will then be broken into groups and posed with four questions – 1) What are the reasons to have a children's museum?; 2) What experiences should a local children's museum offer?; 3) What should a local children's museum not offer?; and 4) What would your vision of a children's museum be? Participants will then regroup to share what they each came up with. The meeting notes, coupled with a feasibility study, will help develop the business plan for the project.

Gail asked if the group has visited any similar museums, such as the one in Olympia. Allyn stated that Renell and Kelly are the two people that really got this started and they have done a lot of research, including visiting and talking with other museums.

Dr. Pope stated that many years ago he started a group called Young Mothers – moms between the ages of 18-25 whose primary focus was children's activities. He could envision such a group that would work and invest in a children's museum. It was noted the local MOPS (Mothers of Preschoolers) leaders have been invited to participate in the meeting. The committee also contacted the college's diversity leader to reach out to the Latino community. Bob stated Martha Wright from Century 21 might also be a good contact.

Dr. Pope stated that when he was involved with Taste of the Arts years ago, they had 1st through 3rd graders put their handprints on towels and had them glazed. The plan was to display them in a performing arts center. The arts center was never built and Dr. Pope has been storing the towels. He offered them to the children's museum.

2. **Downtown Flower Beds**. Ralph and Larry are working to come up with a plan to replant the downtown flower beds and to provide for their continued maintenance. Next week they hope to meet with reps from Reliable Enterprises about how they might be able to assist with the ongoing maintenance, so they'll have more information at our next meeting. Ralph noted they've done a great job with the litter pick-up. As far as funding the ongoing maintenance, they have talked about approaching downtown business owners asking them to sponsor a bed(s). Ralph noted that Patty Kaija is interested in helping with this project. It was suggested that other sources were the Lewis County Master Gardeners and the high school FFA group.

Allyn stated the airport hired Work Opportunities to pick up litter around the airport, including Walmart and Home Depot, and they collected 500 lbs. of trash.

3. **Incubator**. A group is meeting on May 19 to decide whether or not to submit an i6 Competition application. This is a new competition through U.S. Department of Commerce that will provide up to \$1 million in each of the six Economic Development Administration regions (EDA) for innovative ideas to drive technology commercialization and entrepreneurship. Applicants must demonstrate a matching share (cash or in-kind contributions) of at least \$500,000.

The Port has already applied for a grant to conduct a feasibility study for an incubator facility, so the CLEDD (Cowlitz-Lewis Economic Development District) folks know that we are interested in an incubator. Mark Winsor, a local scientist doing advanced work on flexible solar panels and related technologies, has already indicated he believes an incubator focused on advanced R&D in this technological arena makes sense for Lewis County. He is aware of other scientists who have expressed interest in working here.

Dick stated that he and Mark Winsor will likely take a majority of the lead on putting the grant application together, along with assistance from the Port.

4. **Historic Walking Tour Booklet Update**. 1000 copies of the first printing were distributed and 500 more were printed to get us through until the update could be done. Caryn, Debbie, and Shelly will work with the Historic Preservation Commission, along with others to get going on the update.

5. **Historic Walking Tour Plaques**. Larry and Mike Austin will be taking a funding request to the Chehalis Foundation for historic walking tour plaques for buildings featured in the booklet.
6. **Parking Structures Workshop**. A group is meeting on June 8 with a consultant to talk about two mixed-use parking structures, including one on the new county campus, and one that would be located in the current surface parking lot at Boistfort and Washington.
7. **Meeting with CWCOG Reps**. Larry, Allyn, and Merlin met with CWCOG reps (Steve Harvey, Jennifer Keene, and Rosemary Siipola) last week regarding which Renaissance projects they may be able to assist us with, specifically downtown improvements to the 400 and 500 blocks of Market, including parking structures, and Chehalis Avenue improvements if the surveys of the pilot project come back favorably. Things that would be helpful to CWCOG would be a market analysis for the downtown, and to make sure that sign codes and building codes are well done. They also made us aware of a new \$816K enhancements pot of money that will be available soon. It is targeted toward the sort of enhancement project as we showed for Chehalis Avenue. Allyn added that you have to show economic value - projects that show the most potential or promise for creating economic value are going to be more successful.
- They also talked about the benefits of the Main Street Program. Jennifer offered to meet with us and present to the CCRT after the upcoming Main Street training session in Port Townsend in late May. Allyn believed that Judy DeVaul was also attending this conference. Dick stated he actually ran the Main Street Program for 10 years and offered his assistance, as well.
8. **City Website Redesign**. Allyn, Larry, and Caryn have spent considerable time with City Clerk Judy Schave to select a firm to overhaul the city's website. A Request for Proposals (RFP) resulted in 24 submittals. Those were narrowed down to two firms, which recently presented demos to the selection group. Following review of the proposals and the presentations, the city clerk will be making a recommendation to the city council on May 24 to hire Aha Consulting, Inc. for the project.
9. **Usage Plan for New City Logo and Tagline**. Since city council accepted our new motto, but put nickname topic on hold, we will proceed with building a usage plan for the logo and tagline. Frank will lead this effort.
10. **Art in Downtown Storefronts**. Debbie has offered to lead an effort to get art into downtown storefronts, starting this summer. Tacoma has a well organized process that places art of various types in storefronts.

Dr. Pope stated he gave Larry artwork from some special needs children and wondered where it was. Allyn said Larry has the artwork in his office downtown.

Dick stated Vancouver and Portland also have art displays and he offered that Debbie could call him to discuss it.

11. **Young Professionals**. Shawna stated the group's new name is Young Professionals Lewis County. They chose the name to make the group more inclusive – not just Chehalis and Centralia. They are volunteering at Relay for Life and held a Karaoke event at the Shire and raised \$565.

The meeting concluded at 9:45 a.m.

Next meeting is Friday, June 11 at City Hall.

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

Chehalis Community Renaissance Team (CCRT)

June 11, 2010

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Corine Aiken, Del Ames, Shawna Crume, Frank DeVaul, Patty Kaija, Debbie Knapp, Dick Larman, Greg Lund, Brian Meents, Allyn Roe, Jim Rothlin, Bill Schulte, and Gail Shaw. City staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, Bob Nacht, Community Development Director, Rick Sahlin, Street Superintendent; Judy Schave, City Clerk; and Ben Smith, Intern. Guests included Dan Foster, Airport Board and Lewis County Community Trails.

Welcome

Larry welcomed all of the guests in attendance, and new CCRT members Corine Aiken and Patty Kaija.

Project Updates

1. **City Website Redesign.** Redesign of the city website was included in the Renaissance Plan. A Request for Proposals (RFP) resulted in 24 proposals ranging from \$2,300 - \$69,000. A selection group (Judy, Larry, Allyn, and Caryn) reviewed the proposals and narrowed them to three. Those were narrowed down to two firms, which presented demos to the selection group. Of the two, one company was proprietary and the other was open source, which means if the city's relationship ends with the company, the city owns the information. The city council approved awarding the RFP to Aha Consulting out of Lake Oswego, Oregon in the amount of \$9,800, plus training. Next week, Brian Gilday from Aha will be in town to conduct a site design session and two training sessions. Judy expects the new site to be up and running around the first part of October.

2. **Governor's Award.** Larry announced that Chehalis was one of three cities to receive the Governor's Smart Choice Award for the quality of implementation of the Renaissance Plan. Representatives from the city and CCRT will accept the award on June 24 during the Association of Washington Cities conference. This not only adds credibility to the Renaissance Plan, but it also speaks to the next generation of investors in our community. It might also give us more credibility with grants – showing that the grant money will be put to good use.

3. **Downtown Flower Islands.** Ralph and Larry have been working to come up with a plan to replant the downtown flower beds and to provide for their continued maintenance. They, along with Patty Kaija, Bob Nacht, and Tim Grochowski met recently to talk about what could be done. Patty stated she takes on one "non-animal" project each year. Last year, she completed the June Gorter memorial garden at the Historical Museum. There are several things that need to be addressed with the islands:

- The islands need to be dug down through the asphalt to plant the potted trees, which need to be removed from the pots before they die. A decision needs to be made about where the trees will be planted. We need to make sure the trees don't obscure businesses.
- The existing irrigation system is in need of repair and/or replacement. The city is getting quotes for this.
- The city will do their best to water the islands when they water the hanging flower baskets. Perhaps we could ask business owners to water the smaller islands in front of their businesses.
- The plan is to plant perennials in the center of each island to provide year-round interest, and then plant annuals around the borders for color during the summer months. \$500 would go a long way to get some annuals planted. We need to do this ASAP for the Planes, Trains & Automobiles event in August. It's better to wait until the fall to plant the perennials.
- Patty will talk to garden clubs and the high school FFA department to solicit their interest in helping to plant and maintain the islands.
- We need to lean on business owners to keep the sidewalks in front of their respective businesses clean, especially the bars.
- E-mail Patty at pkaija@yahoo.com with your ideas.

4. **Children's Museum.** The advisory committee (Corine, Larry, Allyn, Renell Norquist, and Kelly Vanasse) held a visioning meeting on May 25 with about 20 attendees. The meeting consisted of an introductory session. Participants then broke into two groups and were posed with four questions – 1) What are the reasons to have a children's museum? 2) What experiences should a local children's museum offer? 3) What should a local children's museum not offer? and 4) What would your vision of a children's museum be? Participants then regrouped to share what they each came up with. The meeting results are available on the city's website. The group will have an informational booth at the fair to gather more input from both children and parents. Gail noted we need to make this not just about Chehalis, but keep our parameters extended countywide.

5. **Chehalis Avenue Pilot Project.** At the beginning of this project, we promised to take people's input. Merlin introduced Ben Smith who is working as a temporary intern with the city. Ben has been working on creating a survey and talking to stakeholders about how they feel about the pilot project. Ben reported that most people responded favorably to the parking changes, trees, and bulb-outs. Concerns expressed included visibility backing out of the angle parking spaces, turning left onto Chehalis Avenue, and the general narrowness of the street. The police department will compare past accident reports during the same time period as the pilot. There were three recorded accidents during the pilot. Two had no connection, but the third might have a possible connection.

With regard to visibility in trying to make a left-hand turn onto Chehalis Avenue, Bill suggested that the end stalls be designated for compact cars and motorcycles.

Merlin stated that Ben will finish compiling all information and surveys, and bring back the information to the CCRT and then to the council.

Ben added that people appreciated being able to provide their input.

Larry noted the city would be going after a grant(s) through the Cowlitz-Wahkiakum Council of Governments.

6. **Incubator.** There was discussion at the May meeting that we might submit an i6 Competition application, but it was determined that the grant didn't fit. Jim reported the Port submitted two grants for feasibility studies. He also noted he recently attended a job summit where the state indicated their endorsement for these types of projects.

7. **Parking Structures Workshop.** A parking structures workshop was held June 8 with consultant Rick Williams to talk about two mixed-use structures – one on the new county campus and one that would be located in the current surface parking lot at Boistfort and Washington. This is a huge opportunity for the city and county to work together to make this happen. It was noted that Rick Williams is very inspiring and encouraging. He addressed the who, what, why, along with funding and design options. Appearance is critical – we don't want a big concrete building.

8. **Usage Plan for New City Logo and Tagline.** The subcommittee (Frank, Judy, Larry, Shelly, and Caryn) met recently to talk about a plan for usage for the new city logo and tagline. Both are no good if they aren't utilized. Usage should be comprehensive and widespread, inclusive, and flexible (open for use). The city has started using the new logo and tagline on various things such as letterhead and business cards. We want to encourage businesses and organizations to use it also. The plan is to place a link on the city's website so people can easily download it. A set of guidelines will be drafted for its use.

Corine noted the library has already used the logo for one of their summer activities.

Frank noted the subcommittee is looking into souvenirs that could be available in downtown businesses, including the feasibility of producing a Chehalis events calendar. They also talked about assembling a welcome packet to be given to new residents/business owners who sign up for utilities.

Merlin stated the new wayfinding signs are working. Public Works is in the process of ordering and installing additional signs, including replacing all existing city limit signs to coordinate with the wayfinding signs.

Greg thought that businesses adding the city logo to their stationery was a good idea. It could project a hometown feeling and not just a corporate feeling.

Dan Foster mentioned that Dobson Park needed to have more signage to let people know when they are at the park.

9. **Farmers Market.** Greg stated that storage for the farmers market was discussed at a previous meeting. They thought they had a location, but it is no longer available. They do have a couple other possible options.

10. **Historic Walking Tour Plaques.** Larry and Mike Austin will be taking a funding request to the Chehalis Foundation for historic walking tour plaques for buildings featured in the booklet.

11. **Young Professionals.** Shawna reported that network meetings will be every second Wednesday from 5:00 to 7:00 p.m. at Riverside Golf Course. Everyone is welcome to come and meet young professionals.

The meeting concluded at 9:40 a.m.

Next meeting is Friday, July 9 at City Hall.

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



CCRT Update July 9, 2010

We could not have a meeting due to so many people being out of town, so here is a brief update on key activities in gear.

Islands Plantings. If you have not yet seen what Patty Kaija has done around the City Hall building, check out these pictures. Weeds removal, new soil, annuals and a few small shrubs, and we have a vastly improved image. Just think what this will look like as the islands along Market and Pacific take on a similar bright and neat appearance. Grouchy and I requested money to repair and enlarge the 35-year-old broken irrigation system and early word is encouraging on that.



Branding. Frank is leading an effort including, Caryn, Larry, Shelly and Judy to identify what would be included in a “Welcome to the Chehalis Community” bag that the PUD has agreed to pilot with new customers. Many other aspects of branding are also underway.

Web Site(s) redesign. Judy Schave reports that progress has been on, or even ahead, of schedule and new designs for the site will be reviewed later today. While the rollout of most changes is still scheduled for October 1, it looks like some important changes will be weeks ahead of that time.

Children’s Museum. Corine, Allyn, Renell and Kelly are preparing for a display at the upcoming SWW Fair. Cooperation from Fair Manager Gale Sobolesky is excellent as she sees major value in making the Children’s Museum tent an integral part of our child-related events and activities at the fair. Private money has been secured to build a version of a clever air handler device that illustrates some fundamentals of using pressure and vacuum and is a known child pleaser at existing museums.

Chehalis Avenue. Intern Ben Smith has done a professional job of conducting the survey, gathering ideas and reporting them. The survey has not only validated that folks like the changes by a 3 to 1 margin, but a number of good ideas surfaced to make the final design safer and more usable. Ben’s solid report is attached. A public meeting will be held July 15 in the basement meeting room at City Hall. Grouchy, Caryn and Larry are working on a grant as there is a pot of “street enhancement” money available from the State.

Walking Tour Brochure. Shelly, Debbie and Caryn have added Security State, as we learned that the fairly new-looking building was built in 1917, and they started across the street by The Shire in 1903. The book continues to be highly requested at A Taste of Eden Bakery, The Historical Museum and other locations in downtown. The next batch of updated brochures should be available in about a month. Special thanks to Mayor Pro Tem Dennis Dawes, Councilor Daryl Lund, Edna Fund and Barbara Mason for their contributions to the update.



Walking Tour plaques. Discussions continue with The Chehalis Foundation on their possible support for the addition of plaques to the buildings featured in the brochure. Larry and Merlin will attend their August meeting to provide a mapping of priorities.

Business Incubator. Jim Rothlin, Dick Larman, Larry and others continue to believe that a high tech energy-related research and development facility associated with the College's Energy Center of Excellence makes sense. Two grant requests have been submitted so a proper feasibility study can be undertaken.

Chehalis Community Renaissance Team (CCRT)

August 13, 2010

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Tom Bradley, Shelly Clemens, Patty Kaija, Debbie Knapp, Bill Schulte, and Gail Shaw. City staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, and Bob Nacht, Community Development Director. Guests included Kelly Vanasse with the Lewis County Children's Museum.

Welcome

Larry welcomed all to the meeting.

Communications

Larry stated Chehalis was presented with the Governor's Smart Choice Award for the quality of implementation of the Renaissance Plan. The award was presented during the Association of Washington Cities Municipal Excellence Breakfast awards ceremony on June 25. On July 15, Chehalis was notified that we are the winner of the Washington Chapter of the American Planning Association & Planning Association of Washington Joint Awards Program for citizen involvement for our Renaissance Plan. The award will be presented at a future council meeting.

Project Updates

1. **Chehalis Avenue Pilot Project.** Larry reviewed the attached PowerPoint. The pilot began in September 2009. Following the pilot Ben Smith, who is working as a temporary intern with the city, completed a survey of all stakeholders, personally interviewing 84 people. The survey results were shared with the public on July 15 and are attached to these minutes. Larry stated Ben did a great job on the survey.
2. **Children's Museum Plans for Fair.** Kelly Vanasse reported the museum group has been meeting to plan for a display at this year's fair to grow interest in the museum. There will be a Thomas the Tank play table and coloring activities, a simple butterfly craft, balloons with the museum logo (thanks to Jerry Lord of M&K Town Market for donating his helium tank), an information fact sheet, and the Power of Air exhibit built by Allyn. Bill Teitzel is volunteering his time Saturday afternoon to do caricatures. Volunteer staffing is 3½ hour shifts. Fair Manager Gale Sobolesky has been very accommodating and the CCRT has been very supportive. The display was made possible by a generous donation of \$5,000 from an anonymous donor. Kelly added a website has been started. Patty asked about a Facebook presence. Larry stated Annalee Tobey is doing a Facebook page for the CCRT - Caryn will get her information about the museum project.
3. **Downtown Flower Beds.** Patty reported she had big plans for planting the downtown islands, but unfortunately, she injured herself when she was working on the city hall flower boxes and ended up having surgery. Ken Yarab of Bald Eagle Cleaning stepped forward and with the help of a few people they were able to get a couple islands planted. In addition, some businesses also helped out by taking care of the islands near their buildings. Patty wondered who placed the bark. Bob said the city received complaints about the aesthetics before Planes, Trains and Automobiles. Patty noted the islands at the south entrance into downtown are suffering, and proves the point that the soil is bad and without irrigation there is no sense in putting in any more plants. She added the soil for the city hall planter boxes was donated by Harold Buren of I-5 Landscape.
4. **Grants.** A resolution is going to the Board of County Commissioners on August 23 for approval of a \$20,000 Distressed Counties Fund grant to repair/replace the irrigation system on Market Boulevard.

A \$90,860 Transportation Enhancement grant request was submitted to the county on July 16 for beautification and traffic calming/safety enhancements on Chehalis Avenue. The project ranked second of 15 submitted applications. It will now be reviewed by the Southwest Washington Regional Transportation Planning Organization in September for funding recommendation to WSDOT. We should be notified in November of the success of the application.
5. **Additional Wayfinding Signs.** Public Works is in the process of ordering 30 (plus or minus) more signs. Ten of them are city limit signs and two are 4' x 8' signs that hang from the large pole in the south-bound lanes of National Avenue near Chamber Way. We expect to spend approximately \$17,250 for the signs and hardware to install them.
6. **Art in Storefront Windows.** Debbie stated she and Larry met with Bob Nacht about appropriate uses for vacant storefront windows. You can't advertise anything for sale unless the artist is physically in the building. They are planning a trip to Anacortes because they have been successful doing this. Patty suggested one of the windows be dedicated to news and events. Debbie noted Greg Lund is working on an inventory of for sale/lease buildings.
7. **Planes, Trains and Automobiles.** Due to the weather the car show was down to 88 cars from last year's 118. There is a lot of room for improvement. Steam train ridership was up and additional cars were added. Of the 300 free steam train ride tickets given out, only 100 were used. The Port event was okay for its first year. The rally cross event had 70 cars, although the car show was not as good. It is known that some participants used our hotels. Bill stated that both Mossyrock and Pe Ell hold their events on the same day. Debbie stated they

could definitely look at changing to a different date. We need better PR. The trolley worked well. The event will grow and they've already received lots of suggestions for next year.

8. **Parking Structures**. Larry stated he is traveling to Portland to talk with Rick Williams, the parking consultant the city has already met with a couple times. Bill added the county wants to locate their structure to benefit all. The county's facilities manager, Mike Strozyk is keeping in touch with Rick Williams.

The meeting concluded at 9:35 a.m.

Next meeting is Friday, September 10 at City Hall.

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

Chehalis Community Renaissance Team (CCRT)

October 8, 2010

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Corine Aiken, Del Ames, Tom Bradley, Shelly Clemens, Frank DeVaul, David Hartz, Greg Lund, Mitch Moberg, Dr. Isaac Pope, Allyn Roe, Jim Rothlin, Bill Schulte, and Jim Valley. City staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, Tim Grochowski, Public Works Director; Bob Nacht, Community Development Director, and Judy Schave, City Clerk. Guests included Annalee Tobey.

Welcome

Larry welcomed all to the meeting.

Project Updates

1. **New City Website.** City Clerk Judy Schave provided a presentation of the city's new website, which includes tourism and Renaissance information. If you weren't at the meeting, please take a moment to check out the new site at www.ci.chehalis.wa.us.
2. **Facebook.** Annalee Tobey was recently hired to create and maintain a Facebook presence for the Renaissance. Annalee stated the site promotes Chehalis broadly and currently has 117 fans. The goal is to make the site both informative and interactive. Larry noted the importance of creating new events to attract people to Chehalis and the use of Facebook by other cities to drive attendance at events, both traditional and new.
3. **Children's Museum.** Corine reported that the children's museum committee is getting the concept out. Their presence at the fair was very successful – the Power of Air exhibit was a huge hit; media coverage was good; and 200 people signed up to express their ongoing interest and support for the project, and also to volunteer. The committee will also have a presence at several upcoming events, including the hospital's Wellness Round-up, the Onalaska Apple Harvest, and Trunk-or-Treat at Olympic Elementary. The committee created a logo, and the project now has a website and email. The next step is to complete a feasibility study, which will be led by David Plotz. On behalf of the committee, Corine thanked the CCRT and the city for their cooperation and help.
4. **Branding.** Frank stated the city's website and the new Facebook site are both utilizing the new logo and tagline. The committee is working to get the logo and tagline incorporated where possible and they plan to reach out to all entities to include the logo in their materials. The committee also came up with the idea of creating a welcome packet to be handed out to new residents and business owners. The Lewis County PUD has agreed to distribute the packets to new customers.

Merlin stated he was working out one day at Thorbecke's and up popped the city's new logo in a television ad for Garlic Fest!
5. **Downtown Plantings, Irrigation Grant.** Larry stated that earlier in the year Mitch led an effort to weed the downtown plantings and Patty has kept that effort going, with help from Ken Yarab and his crew from Bald Eagle Cleaning. The city was recently awarded a \$20,000 Distressed Counties Fund grant to repair and/or replace the irrigation system on Market Boulevard. The first step in the project is to determine where the larger potted trees will be planted permanently. Dr. Pope noted we need to be careful about what types of trees are planted to ensure they do not ultimately damage the irrigation system and sidewalks. The choice of trees will follow an established process to ensure that the right species are used.
6. **Chehalis Avenue Grants.** Tim reported the city will receive a \$90,860 Transportation Enhancement (TE) grant for beautification and traffic calming/safety enhancements on Chehalis Avenue. The city also applied for a \$2.1 million Transportation Improvement Board (TIB) grant for a full-blown upgrade of Chehalis Avenue from Pacific to Market. If successful, the TIB project would be for construction in 2012. If the application is successful the previously mentioned TE grant would be deferred and those funds could be used as a match for the TIB grant. Tim added the city is working with Lewis County with their new proposed complex as it relates to this project.
7. **Additional Wayfinding Signs.** Tim stated 30 new signs were delivered last week, including new city limit signs. They hope to have them installed over the next couple months as the installations must fit into the time between more critical maintenance and upkeep tasks.
8. **Art in Storefront Windows.** Dr. Pope stated he has been in contact with ARTrails of Southwest Washington and it is his hope to hand this project over to them. He and Larry plan to attend their October 20 executive committee meeting to propose their leadership on this aspect of the Renaissance plan.
9. **Walking Tour Brochure Update.** Caryn stated that her hope was to get the brochure update to The Chronicle next week. Shelly suggested that a photo of the new historic plaques be referenced in the brochure to direct people to look for the plaques to identify the buildings included in the tour.

10. **Walking Tour Building Plaques**. Larry stated that Mike Austin came up with the idea of creating special plaques to recognize and identify those buildings included in the historic walking tour. The Chehalis Foundation has graciously donated \$4,500 toward the project (approximately half of the total cost), and an anonymous donor has contributed an additional \$500 to \$1,000 as needed. Building owners will be asked to contribute \$100 toward a plaque for each of their buildings. The committee is working with Awards West to create the plaques.

11. **Farmers Market**. Larry shared a story about the cooperation that is being facilitated through the Renaissance. The Farmers Market contacted Larry about a problem they were having with storage of their canopies and tables. Larry in turn called Jeff Robertson who was agreeable to allowing the Market to use his vacant building (former Waldock's Hardware building). Larry was also able to put the Market manager in contact with the new manager of Walmart, Jeff Alverson, who was willing to donate a couple of large push carts for the Market's use in transporting their equipment back and forth.

12. **Renaissance Finances**. Dr. Pope stated he has received several comments about city money being spent on the Renaissance. He suggested that some kind of report be created to show where the money is coming from for the various projects and that it be available to the public and placed on the city's website. Larry committed to producing such a report and getting it publicized in the near future.

The meeting concluded at 9:40 a.m.

Next meeting is Friday, November 12 at City Hall.

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

Chehalis Community Renaissance Team (CCRT)
November 12, 2010
Meeting Notes

Chair Larry McGee called the meeting to order at 8:35 a.m. with the following members present: Tom Bradley, David Hartz, Ralph Hubbert, Patty Kaija, Debbie Knapp, Dick Larman, Greg Lund, Mitch Moberg, Jim Rothlin, and Bill Schulte. City staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, and Bob Nacht, Community Development Director. Guests included Markthor MacFarland, Arch-eco Designs; Annalee Tobey; and Ken Yarab, Bald Eagle Cleaning.

Welcome

Larry welcomed all to the meeting.

Communications

Larry announced that the December meeting would be dedicated to looking at what we've accomplished, what is currently underway, and where we want to go in 2011, and will last 90 minutes. Due to conflicts with another meeting, it was decided to move the meeting to Thursday, December 9 in order to have as many members in attendance as possible.

Project Updates

1. **Children's Museum.** Larry reported the following:

- Participated in Trunk-or-Treat at Olympic School. Larry's decorated Vanagon won 1st prize. They were able to show off the museum's new banners as shown in some photos that were passed around. Thank you to Friends for funding the banners and to Annalee for posting the photos and information on the Renaissance Facebook page.
- Will have a float in the Santa Parade.
- Joined the Association of Children's Museums – this will be a terrific resource.
- Will have a presence at the Centralia College Fun Fest next April.
- The committee was approached by a local high school student, Ahlia Wulff, about offering a monthly art class to promote the museum. She is going to research possible grants and will find people interested in teaching classes. This idea might tie in nicely with the art in storefront windows concept.
- Next step is to do a feasibility study. David Plotz is leading this effort.
- The committee meets twice a month at the library – next meeting is Nov. 23.

2. **Market Boulevard Irrigation.** Utility lines were marked in the four islands at the Market/Boistfort intersection, and stakes now stand where the large trees are proposed to be planted. The holes need to be dug before the irrigation repair/replacement takes place. There are several layers of various materials to dig through, including asphalt, bricks and concrete. Larry and Ralph have sought assistance from Reggie Hamilton and he is willing to dig the holes; however, we won't know what the cost will be until the first hole is dug. We need to ensure that the trees have the appropriate soil and space so the roots can thrive.

There was a brief discussion about how the islands will be maintained once the irrigation project is complete and the islands are planted. Nothing has been decided yet, but there are a couple of ideas being looked at, including have businesses adopt-a-planting, or hiring Reliable Enterprises. Larry noted there may be some issues with having Reliable do the work and he will be meeting with them in the near future to see if a solution can be defined. Patty introduced Markthor MacFarland of Arch-eco Design, who has expressed interest in this project.

3. **Louisiana Avenue Roundabout.** The Airport Board has committed \$25,000 to improvement of the Louisiana Avenue roundabout. Larry passed around a preliminary sketch of how the roundabout is proposed to look – a remarkable improvement over the current status.

4. **Art in Storefront Windows.** Debbie, Dr. Pope and Larry met yesterday with Jan Nontell of ARTrails to talk about this idea. ARTrails has agreed to lead the project. Jan is drafting a letter to the owners of vacant buildings along Chehalis Avenue to see if they would be willing to make their buildings available for the project. The letter will come from the CCRT and ARTrails. Jan already has six artists who are interested. Several cities have been very successful in these types of projects and the committee will be seeking information from them.

5. **Walking Tour Brochure Update.** The existing brochure has been expanded with new buildings and more photos. The committee is meeting with *Chronicle* staff next Tuesday to finalize the update. They hope to have it go to press by the end of next week. Larry noted that he talked with a Chehalis printing agency who advised him that they could not do the job for the price we were getting from *The Chronicle*.

Dick Larman suggested that the tour be made available on devices such as I phones, Smart phones, or Blackberries, and that we charge for the download. Larry stated that Brian Gilday with Aha Consulting, the company that redesigned the city's website, has been contacted to help with this idea. Jim suggested that we place a donation box next to the printed copies.

6. **Walking Tour Building Plaques.** The Chehalis Foundation donated \$4,500 toward the project (approximately half of the total cost), and an anonymous donor has contributed an additional \$500 to \$1,000 as needed. Building owners will be asked to contribute \$100 toward a plaque for each of their buildings. The cost per cast metal plaque is around \$250, installed.

7. **Incubator Grant.** Jim reported the Port received word that a \$66,000 grant from the Department of Commerce has been approved for a feasibility study for an incubator through the Department of Commerce. The grant, if funded, would be appropriated in 2011. Merlin asked what type of incubator was envisioned. Larry stated it would be a research and development-type incubator.

8. **Good of the Order.**

- *The Chehalis Story* DVD is now available with a suggested donation of \$20. The DVD is a documentary about Chehalis in 1952 and is presented by The Chehalis Foundation in support of projects that benefit the Chehalis community.
- The CBA is sponsoring "Holiday Head Start" November 19-21. Shop early at participating Chehalis businesses and enter to win a gift basket put together by the merchants.
- The CBA is also sponsoring "Holidays with a Heart" every Saturday beginning November 27 – December 19. Donations will be accepted at participating businesses for various causes:
 - * Nov. 27 – Lewis County Food Bank Coalition
 - * Dec. 4 – Abate Lewis County
 - * Lewis County Animal Shelter
 - * Coats, mittens, and hats
- The CBA now has nonprofit status with the state. By-laws have been drafted and election of officers will be done. The group's name will change to Chehalis Historic Association, and they will continue to meet on the third Tuesday of the month at 7:30 a.m. at Sweet Inspirations.
- Bestselling author Ann Rule will be at Corbet Theatre on November 17 at 7:00 p.m. and at Book 'n' Brush on November 18 at 10:30 a.m. to talk about her new book, "In the Still of the Night." The book is based on the mysterious death of Toledo resident Ronda Reynolds. Reynolds's mother, Barb Thompson, will be also be present.
- Kaija's is offering to merchants garland at cost and 25% off of wreaths, swags, and trees.

The meeting concluded at 9:40 a.m.

Next meeting will be held on a special date and extended time: Thursday, December 9, 8:30 to 10:00 a.m.

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

Chehalis Community Renaissance Team (CCRT)
December 9, 2010
Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Dwayne Aberle, Corine Aiken, Del Ames, Tom Bradley, Frank DeVaul, Judy DeVaul, Ralph Hubbert, Patty Kaija, Debbie Knapp, Dick Larman, Mitch Moberg, Dr. Isaac Pope, Allyn Roe, Bill Schulte, and Gail Shaw. City staff present included: Merlin MacReynold, City Manager; Caryn Foley, City Manager's Administrative Assistant, and Tim Grochowski, Public Works Director. Others in attendance included: Annalee Tobey; and Ken Yarab, Bald Eagle Cleaning.

Welcome

Larry welcomed all to the meeting.

1. Larry briefly highlighted some of the projects and activities accomplished in 2010. The complete list included:

- New Chehalis logo adopted
- Young Professionals Lewis County formed
- SCORE (Senior Core of Retired Executives) sub-chapter started
- First Tuesdays event started
- Historic walking tour brochure published. Publication revised November 2010 and is in third printing; has been highly sought after document.
- New trees planted on Louisiana Avenue
- Friends of the Chehalis Community Renaissance 501(c)(3) formed
- 32+ wayfinding signs installed
- I-5 historic district and city park signs installed by WSDOT
- CCRT & Friends have office in the Historic St. Helens Hotel facility
- City adopted new motto, "Chehalis-Where Heart and History Shape Our Future"
- City hall planter boxes weeded and new plants, shrubs, and grasses planted by volunteers
- Chehalis Avenue street pilot completed July 15 with a 60% approval rating; included excellent community participation. \$90K grant awarded for beautification & traffic calming/safety enhancements.
- \$20K grant awarded to replace/expand irrigation system on North Market Boulevard
- New auto events at Port held in conjunction with August 7 Planes, Trains & Automobiles
- \$66 grant awarded (not yet funded) to Port of Chehalis to complete an incubator feasibility study
- New city website launched October 2010

Dr. Pope stated that when he came to Chehalis there was a group of doctors, dentists, and attorneys that called themselves, "The Tri-Professionals." Their purpose was to do good in the community, and he thought they operated for a few years. He wondered about re-organizing such a group to possibly help out the Renaissance effort. Dr. Pope and Larry will follow up on this idea.

2. The Team reviewed the Renaissance tasks that have either not been started or are in the early stages. The group discussed whether or not those tasks should be pursued in 2011. The complete list of tasks is attached to these minutes.

- Main Street Program – This is a national program for downtown redevelopment. There are four main points that include organization, economic restructuring, promotions, and physical environment. It is a very official, comprehensive, and structured process. Are the benefits worth the cost? Dick will contact the state to see if they still have an informational video that the Team can watch at a future meeting so we more fully understand this program.
- Business Directories – It was agreed that between the telephone book and the chamber directory these directories weren't necessary. It was noted that since the cities provide funding to the chamber, all businesses should be included in their directory – not just chamber members. This item is on indefinite hold.
- Walking Tour Building Plaques – Donations for this project are \$4,500 from the Chehalis Foundation and \$1,000 from an anonymous donor. Owners will be asked to contribute \$100 toward a plaque for their building. It was asked how these plaques would differ from the ones that are currently on historic buildings. It was explained that these plaques would say, "Historic Walking Tour."
- Arts – This item includes: art in storefront windows and vacant buildings, sculpture walk and arts festival, and establishment of an arts commission. ARTrails of Southwest Washington is now involved with this project. They have already received lots of interest and excitement from artists. There was discussion as to whether or not an arts commission was needed now that ARTrails is involved. Larry will do some research through the State Arts Commission and National Endowment for the Arts websites.

- Retention & Recruitment – The Renaissance Plan specified a retention & recruitment plan for Chehalis Avenue businesses, but Merlin thought such a plan should be citywide. We will review this after the Chehalis Avenue enhancement effort is complete.
- Façade Improvement Program – There is no longer any city funding for this program. This is on indefinite hold.
- Building, Landscape & Signage Standards – It was agreed that this item should be re-titled, “Design Review Guidelines.” It was concluded that the city standards currently in place were sufficient, but we’re lacking in landscaping. We should take what we have and make it more user friendly and address the lack of landscaping standards – the Port of Chehalis has good language in this area.
- Murals on Buildings – It was agreed that painting murals on buildings can be very expensive to maintain. This is on indefinite hold and even if addressed in the future, logically belongs to the ARTrails organization.
- Add Steam Train Boarding Locations – There was discussion that the steam train has not reached its full potential. The addition of another board location on State Avenue, across the street from Kaija’s, would be a positive step. A large percentage of people riding the train (about 75%) come from outside the Lewis County area.

The meeting concluded at 10:05 a.m.

Next meeting is Friday, January 14, 8:30 to 9:30 a.m.

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

PROJECT OR TASK	REPORT ITEM #	CCRT LEADERSHIP	NOT YET STARTED, EARLIER STAGES, ALMOST DONE, COMPLETE	NATURE OF CCRT CONTRIBUTION
Community Building	1			
Implement New Branding	1.1	F. DeVaul, Foley	earlier stages	additional web & Facebook support
Young Professionals	1.2	Roe, McGee	earlier stages	restart
Adopt Main Street	1.3		not yet started	
Business Directory	1.3		not yet started	
Walking Tour Brochure	1.3	Foley, Knapp, Clemens	complete, but will need continuous update and reprinting	potential 4th printing in late 2011 may be needed
Walking Tour Building Plaques		Foley, Knapp, Clemens	earlier stages	coordination
Sculpture Walk & Arts Festival	1.3		not yet started	
Establish Arts Commission	1.3		not yet started	
Art in Storefronts & Vacant Buildings	2.1	Knapp, Pope, McGee	earlier stages with Jan Nontel of ARTrails leading	marketing assistance
Farmers Market	1.3	Foley, McGee	complete with ongoing assistance as Market requests	contingency
Economic Development	2			
Retention & Recruitment Program (Chehalis Avenue Storefronts)	2.1	Lund	not yet started	
Chehalis Theatre	2.1		not started	
Façade improvement	2.2		complete, as no money left	
Incubator Planning			earlier stages	
Promotion & Design	3			
Building, Landscape & Signage Standards	3.1		not yet started	
Island Plantings		Kaija, Hubbert, McGee		labor cost for digging for "large" trees and for plants

National Historic & City Park Signage on I-5	3.2		complete	
Murals on Buildings	3.3		not yet started	
Louisiana Roundabout	3.3	Roe	earlier stages	
Wayfinding Signage	3.4		almost done	
Add Steam Train Boarding Locations	3.6	Hubbert, McGee, Knapp	earlier stages, beginning conversations have taken place	
Downtown Properties Eyesore Removal	3.8	Lund, Shaw, McGee	earlier stages	survey or appraisal
Market-Boistfort Enhancements	3.9	Hubbert, Kaija, McGee	earlier stages for planting-related improvements	
New or Augmented Events			earlier stages	
Curb & Walkway Extensions	3.10		not yet started	
Reconfigure Twin City Town Center	3.11		not yet started	
Litter Pickup		Hubbert, McGee	earlier stages, some started in early 2010	front the costs
Traffic & Parking	4			
Traffic & Parking Changes	4	McGee, MacReynold	earlier stages, but good progress on Chehalis Avenue	
Downtown Dev. Projects	5			
Parking Structure(s) Design	5.1	McGee, Schulte	earlier stages	consulting
St. Helens Hotel	5.2	McGee, Shaw	earlier stages	
RFP for Major Washington Ave. Project	5.3		not yet started	
Children's Museum		Roe, Aiken, McGee, Norquist, Vanasse, Plotz	earlier stages	support feasibility study
Children's Museum		Roe, Aiken, McGee, Norquist, Vanasse, Plotz		marketing & collateral
City Farm			earlier stages	