

**January 2012
Meeting Canceled**

Chehalis Community Renaissance Team (CCRT)

February 10, 2012

Meeting Notes

City Manager Merlin MacReynold called the meeting to order at 8:35 a.m. with the following members present: Corine Aiken, Tom Bradley, Shelly Clemens, David Hartz, Patty Kaija, Jan Nontell, Dr. Isaac Pope, Allyn Roe, Jim Rothlin, Bill Schulte, and Gail Shaw. City staff present included: Herta Fairbanks, Public Works Director; and Caryn Foley, City Manager's Administrative Assistant. Others in attendance included: Terry Harris, Bill Hillier (The Chehalis Foundation), and Annalee Tobey.

1. Welcome

Merlin welcomed all to the meeting.

2. Chehalis Foundation Presentation – Christmas Decorations

Bill Hillier stated the Foundation would like to see the city's Christmas decorations updated, improved, and expanded. They are willing to contribute \$20,000 to hire a company to come in and help make that happen, and they would like the CCRT to lead the project. The Foundation would like to see the decorations expanded from 13th Street to the downtown, and all of Chehalis Avenue and Main Street. Bill has already contacted three companies that do this sort of work, and he added that the Foundation was willing to contribute more money for new decorations. Dr. Pope, also a member of the Foundation, stated he would like to see the city's three entrances (13th, Main, and Chamber) decorated, home owners on Cascade Avenue decorate their yards, and involve high school students by having them make decorations for Recreation Park. Bill Hillier noted it was hoped that the city could store the decorations and the Foundation would also like to set up a maintenance fund.

The CCRT was excited about taking the project on and Terry Harris volunteered to lead the effort. David and Patty indicated their interest in being on the committee. Bill asked that the CCRT report back to the Foundation on their findings. Dr. Pope noted that electrical outlets are an issue and he asked if that could be looked into.

Gail added that the appearance of a city is very important, especially from a visitor's point of view. He thought the creation of standards should be looked at. Allyn noted that design guidelines were one of the CCRT's items to be looked at in 2012. Dr. Pope asked Allyn to speak with the airport area businesses to see if they would be responsible for decorating the Chamber/Louisiana area for the holidays.

3. Communications

Allyn reported that he and Larry recently provided an update to the Chehalis city council, and they were very supportive of the work that the CCRT is getting done. They also made a presentation to The Industrial Commission to request funding for this year. They expect to hear a response soon.

4. Project Updates

a. Wayfinding Project. Allyn reported that the kiosks have been constructed and delivered to each location where they will be installed. The graphics will be installed after the kiosks are up. Because of the finish on the graphics, the QR tags are not readable. If they cannot be covered up nicely, we will have to reprint the graphics.

b. Children's Museum. Corine stated the children's museum group is working toward opening a pilot museum. They are narrowing down sites, establishing a budget, and working on marketing. They hope to open in October and remain open for six months to catch schools. Allyn added they estimate needing 5,000 sq. ft. and are currently looking at the former Waldock's building and the Centralia outlets.

c. Chehalis Storefront Art Project. Jan reported that a third window display went up in Jeff Robertson's building at his request. Jeff had received so many compliments about the appearance of his building that he asked for the additional display. Jan stated they need more property owner participation and will be meeting with local realtors to discuss the project and the benefits to building owners. They are also looking for gallery space for both short- and long-term artists. Jan and Joan Hitchcock have created a design for the former tattoo parlor property, which will be submitted to PARC to pursue a grant to improve the property. The PUD substation property was also brought up and Jan stated she would like to see art/sculpture there, as well. She is still pursuing getting art from the Monarch Sculpture Park.

d. Business Incubator. Jim stated the Port signed a contract with Berger ABAM to conduct the feasibility study. A kick-off meeting is set for February 15 with partners in the project, including the CCRT, Centralia College, EDC, and Mark Winsor. The meeting will address timelines, a budget, expectations, stakeholder interviews, market analysis, and building needs. Jim noted the study must be completed by June per grant requirements, and will not include an architectural design.

e. Market Boulevard Trees. Patty stated that she, Larry, and Allyn spoke at a recent city council meeting to get a feeling from the council and the public about what kinds of trees they would like to see in the downtown. The council was very supportive of the CCRT and indicated they

would leave the selection up to the committee. Following the meeting, Patty, Larry, Allyn, Caryn, and Gail met and selected two different kinds of trees – Horstman’s Silberlocke and Hinoki Cypress. Both trees are very slow-growing and reach 12-15 feet at maturity. The eight trees will be planted in large pots, which will be set back from the intersections as to not interfere with vehicle visibility. The pots will also be planted with other types of plantings to “soften” the pots. Two trees will be planted at the entrance of the 400 block of Market and at the end of the 500 block of Market, and four at the intersection of Market and Boistfort. Patty noted they would also like to plant a tree at the former tattoo parlor site to use for an official tree lighting ceremony.

5. Good of the Order

a. Dr. Pope stated that the Chehalis Foundation is providing an opportunity for various local non-profit organizations to raise money. Daryl Lund has agreed to open the Chehalis Theatre for four weekends. The event would be free with the hope that people would make a donation to the non-profit hosting the event. A donor has provided the necessary money to pay for staffing and other expenses to reopen the theatre. The non-profit running the movie would be able to sell concessions.

b. Annalee asked if the communications committee formed at the December meeting had scheduled a meeting yet. She also wanted to share information about the Main Street Tax Credit Program through the Main Street Program. Allyn stated members of the communications committee should meet after the meeting to discuss setting up a meeting.

The meeting concluded at 9:45 a.m.

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

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

Chehalis Community Renaissance Team (CCRT)

March 9, 2012

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Del Ames, Justin Becker, Shelly Clemens, David Hartz, Patty Kaija, Dick Larman, Greg Lund, Jim Rothlin, Bill Schulte, and Gail Shaw. City staff present included: Herta Fairbanks, Public Works Director; and Caryn Foley, City Manager's Administrative Assistant. Others in attendance included: Terry Harris, Markthor MacFarlane, and Annalee Tobey.

1. Welcome

Larry welcomed all to the meeting.

2. Communications

Larry reported that Dr. Pope collapsed Thursday evening and is currently at St. Peters Hospital. Jim Valley also remains at St. Peters. Gail called for a moment of silence to send all our good thoughts and prayers to Dr. Pope and Jim.

Larry introduced Justin Becker as a new member of CCRT. Justin will be the liaison to Young Professionals and works at Security State Bank. Welcome, Justin!

Larry reported that he recently made Renaissance presentations to the AAUW and Kiwanis Club.

3. Project Updates

a. Louisiana Avenue Roundabout. The airport board approved funding \$25,000 to beautify the roundabout. The design is attached to these notes, although the exact wording on the wall is still to be determined.

b. Marketing Committee. Please see the attached Marketing Committee report from David Hartz.

Larry was contacted by a Pete Hammer who is planning to open an arcade next to the theatre and he is connecting the two projects for possible joint marketing.

David reported that a new business is going in at 462 N. Market. Mason Goeman is opening up Flood Valley Homebrew selling equipment and ingredients for home brewing.

c. Business Incubator. Jim stated the project is progressing and stakeholder interviews are underway.

d. Chehalis Avenue. Herta reported that public works is working with the engineer on the design portion of the project.

e. Christmas Decorations. Terry stated committee members include David, Patty, Jim, and Rich Trotter. They are meeting and doing site visits with the goal of developing a five-year plan to improve and expand the decorations, including taking them from all city entrances to the downtown. One of the things they will need to consider is city staff and volunteer manpower. There are several decorations in storage that need to be repaired and it was suggested that this would be a great Eagle Scout project.

f. Bill stated the Scouts have adopted Rose Park as a project. He invited everyone to the Friends of Scouts dinner on March 22 from 6:00 to 8:00 p.m. at the Hotel Washington. Please RSVP so they know how many to serve for dinner. He stated the importance of scouting and reported that the local chapter has grown by 10%.

Bill also reported that the Lewis County Historical Museum is holding a note burning at 1:00 p.m. on the 12th. The note was from money loaned by Security State Bank to get the museum through the situation they've been dealing with.

Finally, Bill stated that Ryan Ike from FEMA will speak at the March 12 chamber forum regarding FEMA's preliminary flood map for our area. Several local jurisdictions have been working to address the maps and several local private sector businesses have contributed \$76,000 toward the effort.

g. Market Boulevard Pots and Trees. Patty and Caryn have staked the locations of the pots so public works can ensure that they won't cause any visibility issues. The eight pots will be delivered on Sunday the 18th. The two types of trees going in the pots are Horstman's Silberlocke and Hinoki Cypress. After the pots are in place, city staff will put gravel for drainage and soil in them and Patty will get the trees in. She hopes to have this completed by the end of the month. City crews will then complete the irrigation system, weed the beds, and bark the islands. Patty is also working on hanging flower baskets.

Patty reminded everyone that the Home & Garden Show is March 23-25 at the Fairgrounds. She also stated that the architectural plans for Almost Home, the no-kill pet adoption center with low cost spay/neuter clinic, are finished and they plan to call for bids soon and will use a local contractor. The facility will be green and built up to address potential flooding issues.

4. Good of the Order

a. Dick Larman announced that recent legislative action expanded the role of EDCs beyond community development to include downtown revitalization. In addition, the legislature has designated \$16 million for Main Street projects.

b. Larry stated that much has been accomplished by the Renaissance, but there are still many in the community who are not aware of the Renaissance and what we're doing. He asked that each of us discuss the Renaissance with someone to keep the momentum going.

c. Herta reported that the I-5 Mellen Street to Blakeslee Junction project is starting soon and Airport Road will be closed beginning about mid-April to complete the Airport Road/Louisiana Avenue connection. The road will remain closed until completion of the entire project which is estimated to be 2014.

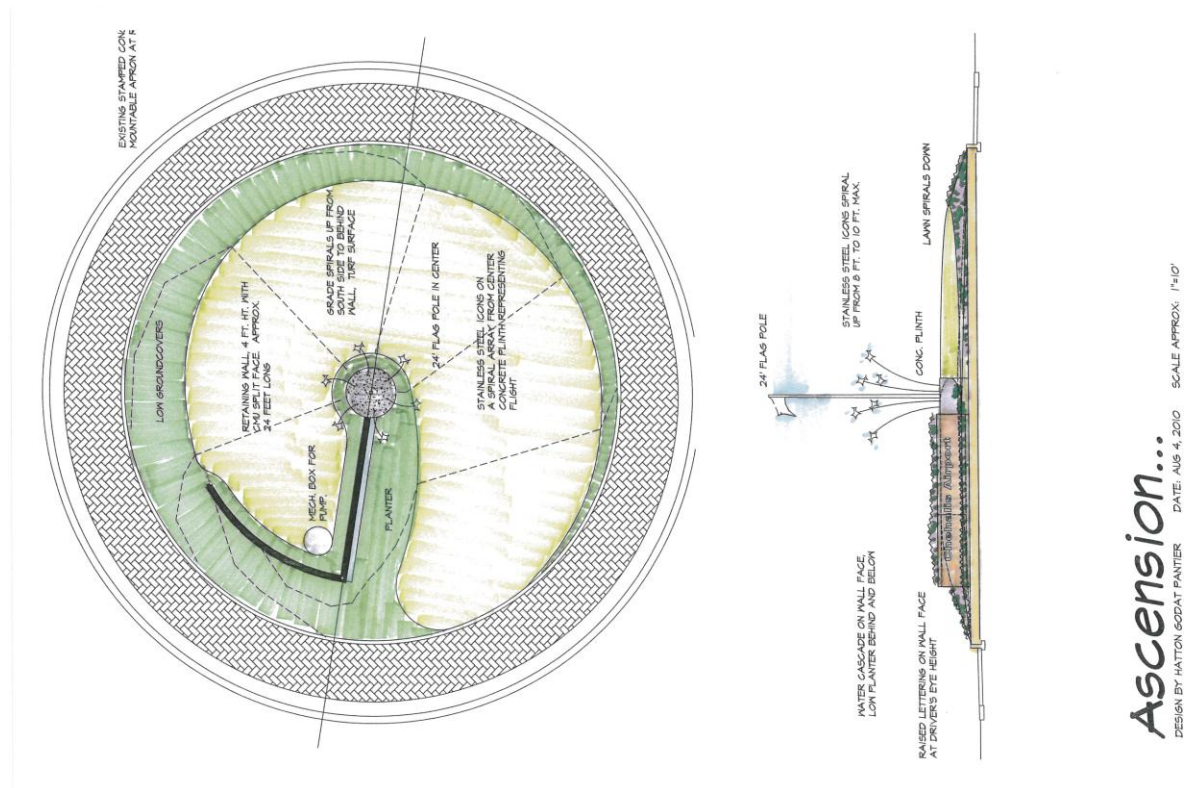
The Highway 6 bridge overlay project will take place July-August with weekend closures. Traffic will be detoured via Riverside Drive to Highway 603.

With regard to the Airport Road/Louisiana Avenue connection project, Gail noted it was nice to see the cooperation between the city, airport board, county, and National Frozen Foods to make sure the county got the land they needed for the project and that National Frozen Foods retained the irrigation land they need.

The meeting concluded at 9:50 a.m.

Next meeting is Friday, April 13, 8:30 to 9:30 a.m.

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



CCRT Marketing Committee – Report to CCRT 3/9/12 Meeting @ City Hall (revised after meeting)

Committee members: Shelly Clemens, Caryn Foley, Annalee Tobey, David Hartz (Others attended: Larry McGee, Gail & Carolyn Shaw); Member but absent due to circumstances: Jim Valley

We have met 4 times since the last CCRT Meeting on 2/10. Our objective has been to expand the Marketing steps needed to satisfy the original CCRT Strategic Plan – mainly Chapter 2 – 1: Community Building and the listed action steps. The need for marketing on behalf of CCRT is to educate the community on CCRT's accomplishments with a focus on Tourism and additional community building beyond Chehalis.

We have identified over 40 events & activities (see spreadsheet) that take place in Chehalis or nearby. We concluded there is a problem coordinating & updating a current ongoing list so these events can be leveraged into a marketing benefit for the community and beyond. The LTAC has identified that the 3 top events that put heads in beds are: sporting events, weddings/Bridal Fair and business travel.

Using the model that CCRT adopted for initiating action steps (start slowly and begin with projects that can be successful) we propose:

1. Focus on Chehalis first to use the learning curve to our advantage. The analogy would be the archery target – focus on the bulls-eye before stretching outside the center. Strive for successes which can then be used to go beyond Chehalis. We see this growth and sharing to include Centralia and Lewis County (all of it). We need to identify the key people to work with.
2. Focus on what already brings people to Chehalis (sporting events). Chehalis Fastpitch 2012 will host 8 tournaments this spring/summer. Est. attendance: 3,200. There is also the Basketball tournaments (dates unknown as of this memo) and the summer STP biking event.
 - a. Produce a tri-fold brochure that would be included in the registration packets or mailings. (Area history, map, listings (eats, sleeps, businesses, attractions, events)
 - b. Distribution: Event mailings, Library, City Hall, LCHM, Book 'n' Brush, Chamber
3. Enhancement of City's website that focuses on tourism and events with a more visually appealing look and response generator.
4. Address the "information/communication pipeline" issues. Seek to improve the flow and ease of coordinating information about events and activities for the public and the private sector (i.e., us – the business sector, event sponsors, local leadership). This needs to be a "Proactive" versus "Reactive" activity. It will need to have someone dedicated to make this work.
5. Continue to expand & educate on the use of social media, primarily, Facebook. CCRT has 181 friends, CBA has 636. They have the same look. Possibly combine since CBA leadership is probably unable to continue to manage the CBA site. Change the CCRT page to a more tourist inviting site like, "Visit Chehalis" or "Experience Chehalis".
6. Utilize email campaign to follow-up inquiries. Use "Constant Contact" to manage email distribution. We suggest a quarterly newsletter at minimum. Fully utilize and coordinate coupon and enhancements with Facebook sites to attract visitors and interest.
7. Essential in this overall plan is the involvement of the Chamber. Due to circumstances we have not been able to discuss our ideas with Jim. Many items are overseen by the Chamber that have a vital impact on our marketing efforts: TourLewisCounty.org website, LC Event Guide brochure, LC Official Visitor's Guide and STP. We have much to explore with the Chamber.
8. Other items we are addressing: Marketing Budget, Hospitality training (Patty Kaija mentioned Bob Fipps), Main Street Program, relationship with CBA, B & O Tax Credit program, Washington Tourism Alliance and a balanced use of a media campaign (print, radio, social media and memberships). It was suggested to invite representatives from: Steam Train, LCHM & Veteran's Museum to a Marketing meeting(s) for their input and communication coordination. It was suggested that the activities list be submitted to media outlets. Also coordinate with Chamber on "Welcome Packet" preparation (ex: previous Black Friday Bags) for event distribution.

Submitted by David Hartz (3/9/12) Work: 748-6221, email: booknbrush@gmail.com. Note: minor revisions & changes made from comments made at the 3/9/12 CCRT meeting

Chehalis Community Renaissance Team (CCRT)

April 13, 2012

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Corine Aiken, Justin Becker, Shelly Clemens, David Hartz, Terry Harris, Patty Kaija, Dick Larman, Jan Nontell, Dr. Isaac Pope, Allyn Roe, Bill Schulte, and Gail Shaw. City staff present included: Merlin MacReynold, City Manager; Herta Fairbanks, Public Works Director; Caryn Foley, City Manager's Administrative Assistant; and Bob Nacht, Community Development Director. Others in attendance included: Markthor MacFarlane, David Plotz, Jackie Rose, and Annalee Tobey.

1. Welcome

Larry welcomed all to the meeting. It was noted with applause that Dr Pope was with us and looking good.

2. Communications

The Industrial Commission is graciously contributing another \$30,000 to the Renaissance, and further asked that Larry provide an update to them in the next two or three months and they would consider additional funding.

3. Project Updates

a. **Marketing Committee.** David reported that the Marketing Committee (David, Caryn, Shelly, and Annalee; note: Jim Valley is also a member, but due to medical circumstances has not been able to attend meetings) has been meeting regularly and created a brochure listing where to eat, where to shop, attractions & activities, where to stay, how to get around, important information, and a map. The purpose is to capture those people already coming to Chehalis, such as for sporting events. It will be included in registration packets/mailings so visitors know what we have to offer. It will also be available in locations throughout the city. We plan to order at least 2,500 the first time as this will be an ever-changing document. David asked everyone to look it over and provide any suggested additions/changes to Caryn before April 25.

Comments received at the meeting: Like the QR codes; colorful; lively; professional-looking; not cluttered; like that freeway exit numbers are included; will be a tool for business owners/employees; good information listed. Gail added that bringing attention to the freeway exit numbers is a reminder of the importance of beautifying the city's three main entrances.

Larry noted that this first step focuses on Chehalis, but the eventual plan is to include beyond Chehalis to include Centralia and Lewis County.

b. **Market Boulevard.** Bob stated that city crews are leveling the tree pots and weeding the islands. They will be completing the irrigation project, including running lines into the pots. Drain rock and dirt will be placed in the pots so Patty can put the trees in. With spring projects beginning, the crew is trying to complete this project as time allows.

Patty reported that the trees are here and ready to be planted. She stated that Keith from Ornamental Stone deserves thanks for his work on getting the pots unloaded and placed. She expects to have the trees planted by the end of the month. Patty has been approached by merchants who would like to plant the islands in front of their businesses, and she has offered to provide a discount to those that would like to do that. She was also approached by a Relay for Life team asking if the downtown could be planted with pink flowers for breast cancer.

Dr. Pope thought merchants needed to make a commitment to maintain the islands if they were going to plant them. Larry reminded everyone that Ralph Hubbert was still willing to go door to door to the merchants to have them either commit to maintaining an island or contributing funding so we could hire Reliable to maintain them.

Corine suggested having some nice labels made to identify the trees. Larry asked Corine to contact Awards West to see how much it would cost.

c. **Louisiana Avenue Roundabout.** The airport board approved funding \$25,000 to beautify the roundabout. Work has begun with construction of the retaining wall and centerpiece. Allyn reported that Patty is assisting with landscaping to provide year-round interest.

d. **Business Incubator.** Larry reminded everyone that a \$66,000 grant was received to conduct a feasibility study for a business incubator. Below are comments submitted by Jim Rothlin.

Three basic options of what direction we should take the incubator.

1. Strictly R&D facility – High risk in finding financing as venture capitalists for these kinds of projects usually focus on bigger cities where they have the intellectual labor force. R&D solutions do not typically turn into facilities. Usually the intellectual properties are sold off to other companies.
2. Focus on testing and evaluation of thin film technologies, specifically as they would be applied in the energy industry. Still some risk in financing and creating manufacturing jobs, but much less risk than option 1.
3. Create incubator facility for new HVAC installation and training facility, teaching people how to work with the new energy efficient HVAC setups. In their research, the consultants felt there was a definite need for this type of facility, with funding more available. Potential for spinoff manufacturing related to HVAC was considered likely.

The group chose option 2, primarily because of the connections we have in this field with Mark Winsor and Centralia College Center of Excellence. Although option 3 appears to carry less risk, the group strongly felt that with the relationships we have, lessens the risk factors for option 2, and the reward of the type of industry that the facility could bring was greater than option 3. Option 3 would also exclude assistance from Winsor and Centralia College.

Potential applications of thin film in the energy industry include 1) Photovoltaic; 2) Fuel Cells; 3) Batteries; 4) Nuclear Power; 5) Concentrating Solar Power; 6) Geothermal Power.

Features of the Facility. Basic testing and production equipment available for rent to support short-term or long-term evaluation, prototyping and small production. Potential facility features include 1) Electrical Power Measurement; 2) Thin Film Deposition; 3) Thin Film Measurement; 4) Spectrometry; 5) Microscopy; 6) Clean Room Laminar Flow Benches; 7) Nitrogen Gas Cabinet.

e. **Children's Museum.** Corine thanked the Renaissance because the possibility of a children's museum would not be possible without them. The group working on this project decided on a name – Discover! A Children's Museum. They are currently focusing on a pilot museum which will be opened in February 2013 and run for six months. They are looking at different buildings to run the pilot and their first choice is the former Waldock's building. Several members of the committee plan to attend the Association of Children's Museum national conference that will be held in Portland this year.

f. **Farmers Market.** Jackie Rose stated that the Market will begin its 8th season in downtown Chehalis beginning June 12 – October 23. Based on customer surveys, this year's hours will be from 11:00 am to 4:00 pm, and will include eight new vendors. In addition, the Market is trying a pilot in Centralia this year at the corner of Pearl and Maple Streets from July 21 – September 29, from 10:00 am to 3:00 pm. Jackie invited everyone to a fundraiser on May 31 at the Historic Fox Theatre to benefit the Theatre and the expansion of the Market to Centralia. Details are on the Market's website.

4. Good of the Order

- a. Dick Larman stated that recent legislative action is making grant money available through the Community Economic Revitalization Board (CERB) for economic development and revitalization projects. Larry, Allyn, and Dick will meet to discuss potential projects.
- b. Jan announced that Joan Hitchcock has been accepted to the Bellevue Arts Fair, which is the premier show in the Pacific Northwest.
- c. Patty reported that Spring Fling was very successful.
- d. Larry reminded everyone to talk up the Renaissance. Shelly suggested that Larry do another Evergreen Journal update.

The meeting concluded at 9:40 a.m.

Next meeting is Friday, May 11, 8:30 to 9:30 a.m.

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

**May 2012
Meeting Canceled**

Chehalis Community Renaissance Team (CCRT)

June 8, 2012

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Del Ames, Tom Bradley, Terry Harris, David Hartz, Patty Kaija, Dick Larman, Merlin MacReynold, Jan Nontell, Allyn Roe, Jim Rothlin, and Annalee Tobey. City staff present included: Herta Fairbanks, Caryn Foley, and Bob Nacht. Others in attendance included: Johanna Jones, Markthor MacFarlane, and Eric Olmstead.

1. Welcome

Larry welcomed Johanna Jones, Director of the Lewis County Museum and Eric Olmstead of PlantsPlus.

2. Communications

a. The pedestrian kiosk at the Historical Museum was unveiled on May 26.

b. Larry made a Renaissance presentation at a recent Sertoma Club meeting.

c. Dick, Allyn, and Larry met recently to discuss \$16 million in CERB grants that was designated during the last legislative session for economic development and revitalization projects. Of that amount, \$6 million is for community revitalization projects and another \$6 million is for economic development infrastructure projects. Local matching money will be required, along with time to administer the grants. It is expected that the grant process will be rolled out by mid-July. The three will meet with Merlin and Herta on June 19 to talk about potential projects.

d. Larry and Allyn will meet with Merlin and Bob on June 20 to talk about design guidelines. The feasibility of hiring a consultant to complete a review was designated as a 2012 CCRT project goal.

3. Project Updates

a. **Marketing Committee.** David reported the tourism brochure and event rack cards have been completed. Bids for printing the pieces should be finalized next week. They plan to print 5,000 to 7,500 of the brochures and 2,500 to 5,000 of the rack cards. He noted that in gathering information for the brochure, businesses have been receptive and some have already asked to have them in their stores. The committee is currently compiling a distribution list.

David shared a book written by Roger Brooks & Maury Forman called, *Your Town A Destination - The 25 Immutable Rules of Successful Tourism*. The book has some great tips and worth reading.

David reminded everyone that the first set of graphics for the kiosks had to be redone because the QR codes did not work. Stickers were made to place over the codes on these graphics so the signs can be used. The committee has come up with a list of potential locations, including the four Chehalis hotels. David noted that the signs will be mounted on buildings, so they will not require a frame.

Dick suggested that the committee contact some of the travel agencies' websites. Many of them list "things to do," but unfortunately the information is not always accurate.

Annalee stated that in working with the Chehalis Business Association, it seemed to make sense to combine their facebook site with the Renaissance facebook site. The site is now on-line under Experience Chehalis. The name was chosen to better attract visitors to the site.

b. **Business Incubator.** Jim reported that the option decided on to pursue was thin film solar technology, primarily because of the connections we have in this field with Mark Winsor and the Centralia College Center of Excellence. They are in the process of contacting a few successful incubators to gather information, which they hope to complete by the end of June. Following that, they will make a recommendation as to whether or not to proceed. The project must be sustainable.

c. **Storefront Art Project.** Jan asked for help connecting artists to building owners. She reminded everyone of the fact that art in empty storefronts helps buildings turn over more quickly. She noted that ARTrails was approached by Washington Orthopaedic to have art placed in their office. ARTrails will again be participating in Planes, Trains & Automobiles with an art walk like they did last year, which was very well received.

d. **Christmas Decorations.** Terry, Patty, and David have been meeting and are working on a five-year plan to enhance Christmas decorations throughout the city. The areas of focus for this year include:

- The area where the welcome sign is on 13th street across from the pool
- The National Avenue green space area at Chamber Way

- Main Street
- Downtown (using live garland)
- Recreation Park, including the pool building

Terry noted that electricity is an issue and something they are keeping in mind. The committee will make a presentation to the Chehalis Foundation at their next meeting.

e. **Children's Museum.** Allyn, Renell Norquist, and Kelly Vanasse attended the Association of Children's Museums national conference held recently in Portland. Allyn attended the pre-emerging museums session and was very impressed. He reminded everyone that the pilot museum will open in February 2013 and run for six months. A location still needs to be found, along with \$50,000 to operate the museum for the six-month period.

Jim asked about potential grants. Allyn stated that from what he has seen, most grants are for already-established museums.

f. **Louisiana Avenue Roundabout.** The roundabout is taking shape. Work is being done on the flag pole and retaining wall, and soil has been brought in. The site will be planted to provide year-round color.

g. **Chehalis Avenue.** Herta reported that they are looking at options to plant trees as they face the same problem with standing water like on Market Boulevard. They expect to go out to bid by the end of July and begin construction late summer. They are working with the design engineer to coordinate the two grants, and two scopes of work. A public meeting will be held to lay out all of the project elements.

h. **Market Boulevard.** Bob stated the irrigation project is complete. The project was designed to be able to revise it in the future. City crews are taking care of the watering, including the baskets. Landscaping work is almost complete. Power and water is available for the Farmers Market, which opens next Tuesday. Bob also noted that city crews will begin installing the kiosks next week.

Larry introduced Eric Olmstead of PlantsPlus, who recently contacted the Renaissance. He noticed the beautiful changes being made in Chehalis through the efforts of the Renaissance Project and offered to help. Eric stated that he was a landscape architect. He offered to sponsor plantings, irrigation, plant material, and anywhere as needed, even with holiday lighting. He stated that PlantsPlus is located on Jackson Highway and he and his wife also run Bountiful Baskets out of the nursery.

Patty stated the baskets are up, the city hall plants are doing beautifully, and the tree pots have been planted with annuals. Patty added that the Chronicle did a nice article on the downtown plantings sponsorship in honor of breast cancer awareness. The small concrete planters at the intersection of Market and Boistfort will be replanted for the opening of the Farmers Market next Tuesday.

4. Good of the Order

a. Dick reported that the Lewis County EDC is working with other EDCs in cooperation with the Washington State University's energy department to provide marketing and outreach to industrial and commercial buildings for energy conservation and audits.

The meeting concluded at 9:50 a.m.

Next meeting is Friday, July 13, 8:30 to 9:30 a.m.

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

**July 2012
Meeting Canceled**

Chehalis Community Renaissance Team (CCRT)

August 10, 2012

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Corine Aiken, Tom Bradley, Shelly Clemens, Frank DeVaul, Terry Harris, David Hartz, Patty Kaija, Dick Larman, Dr. Isaac Pope, Allyn Roe, Bill Schulte, and Annalee Tobey. City staff present included: Caryn Foley, Bob Nacht, and Glenn Schaffer. Others in attendance included: Alicia Bull, Bill Deutscher, Hank Kirk, Markthor MacFarlane, and Eric Olmstead.

1. Welcome

Larry welcomed Alicia Bull, Interim Chamber Director, Hank Kirk from the Westminster Presbyterian Church, and Bill Deutscher, Vice President of the Chehalis-Centralia Railroad and Museum.

2. Presentations

a. **Westminster Presbyterian Church.** Hank Kirk shared with the CCRT the church's plans for vacating Whitworth Way and converting the space into a plaza/greenbelt area. They are having surveying done and have had initial meetings with the city's public works and community development departments, although no formal plan has been submitted. Hank noted that the project is in the early stages as the congregation has not yet been broadly involved. He noted that the church likes what the Renaissance is doing and they want to be a part of it.

Dr. Pope stated they would need to consider how the vacation could potentially impact things like the bank and garbage collection services.

Dr. Kirk stated the bank is on board as long as their drive-through is maintained. He added they are aware that issues will most likely surface and will need to be addressed. Dr. Kirk also noted that the Market-Cascade-Prindle intersection can sometimes be dangerous. He suggested that consideration be given to changing Prindle, between Cascade and Pacific Avenues to one-way with angle parking.

b. **Steam Train.** Bill Deutscher stated he was attending the meeting to learn more about the Renaissance. He shared that the steam train would like to expand their operations north to Centralia and possibly to the Great Wolf Lodge, but they would have to purchase or lease a portion of the Tacoma Rail to make that happen. He, along with a couple other train members, met recently with City Manager Merlin MacReynold and Mayor Ketchum to discuss this, among other things.

Dick noted there are issues with the line, including needed repairs. Mr. Deutscher stated he was aware they would need to have the line inspected and some repairs would most likely be needed.

Larry stated he would like Bill to meet with him and Ralph Hubbert to further discuss the steam train at least having a stop in downtown Chehalis near State and West Streets where Ralph owns property.

Dr. Pope stated it was his understanding that the Rails to Trails group wanted Tacoma Rail to remove additional portions of their lines to construct more trails. He suggested that the CCRT as well as the city formally oppose any more rails being removed for trails. Dick indicated the EDC would support that action.

3. Project Updates

a. **Marketing Committee.** The new tourism brochure and event rack cards are in the process of being distributed. They have about 1,500 brochures left of the 10,000 printed, and would like to print another 5,000. The original graphic signs printed for the pedestrian kiosks, which would not read the QR codes, will have stickers placed over the codes so they can be read. As reported at the last meeting, the four Chehalis hotels were going to be asked if they would like to display a set of signs. So far, the Best Western and Holiday Inn have requested signs. Later today, the committee will be sending out the first edition of the Experience Chehalis newsletter created by Annalee that will highlight events, attractions, Renaissance project updates, etc. Annalee is also building a stakeholder list and will create a special newsletter that will go out to businesses.

Patty stated that when she is downtown planting, she gets people stopping her asking about places to eat, things to do, etc. She carries a few of the new brochures in her car and provides them when needed. She suggested that everyone keep a few in their cars.

David noted that the committee is looking for additional members.

b. **Children's Museum.** Allyn shared the new logo for the museum (below). They will again have a booth at the fair featuring the water table exhibit. The pilot museum will open in February 2013 and run for six months. A location still needs to be found, along with \$50,000 to operate the museum for the six-month period. A white paper is in draft and will soon be completed.



c. **Market Boulevard.** Patty stated she has received many compliments about the downtown plantings. She also noted that she has been working on placing plantings in the Louisiana Avenue roundabout. She asked about landscaping on Chehalis Avenue.

Larry reminded everyone that the resurfacing and beautification project for Chehalis Avenue should begin soon, so any landscaping should be held off until completion of the project.

d. **Business Incubator.** Larry reported that the feasibility study consultants have determined that the option to pursue thin film solar technology R&D in a Twin cities location will not work. They came to this conclusion after studying and interviewing incubators at Grays Harbor, Bellingham, and Walla Walla. They also performed a market and client analysis, which looked at the energy industry, current trends, what funding is available and not available, and the capacity in Oregon and Washington to support R&D and proof of concept development for technology companies. Their analysis did however, suggest that a market need and potential niche does exist in the area of small scale production and proof of concept testing, and they suggested further steps to finalize the overall study. Those steps will include presentations to two of the premier R&D facilities here in the PNW that expressed this need for a prototyping facility.

e. **Boistfort Street Renderings.** Allyn stated that a group met recently to talk about possible Renaissance projects that might be eligible for CERB grants. One of their ideas was to enhance Boistfort Street between Market and Pacific where the Farmers Market takes place. The idea was to create a space that could temporarily be closed off to traffic for activities and events as shown in the first photo. Although the project did not meet the grant guidelines, this is still an idea to look at in the future. Terry suggested having an arch-way on Market would be more visible and something to think about.



4. Good of the Order

a. **AirFair.** Allyn reported that AirFair was very successful. They had a record number of Young Eagle Flights (148). The B17 bomber was also very popular.

b. **PUD Substation Property on Main Street.** Larry reminded everyone that the PUD is in the process of moving their substation at the corner of Main and Quincy to the back of the property, creating some open space. PUD will retain ownership of the parcel, but has offered the CCRT the use of the space... The Renaissance would like to install plantings and art to beautify the entrance area to the city. Larry asked Eric if he would like to work with the Renaissance and ARTrails to come up with a specific plan. Eric indicated his willingness to meet with Larry and Jan to create a plan.

Bill suggested that we speak to the Master Gardeners about adopting and maintaining the plantings once they are installed.

c. **Chamber.** Alicia stated that the Chamber wants to promote what the Renaissance doing, and anything else is going on in downtown Chehalis. Alicia stated that she plans to start attending the Renaissance marketing committee meetings.

d. **EDC.** Dick reported that the Lewis County EDC is working with other EDCs in cooperation with the Washington State University's energy department to provide marketing and outreach to industrial and commercial buildings for energy conservation and audits. Dick also explained that CERB is now accepting first pass proposals for the pool of money that as first noted several months ago. The CCRT and city will respond.

The meeting concluded at 9:50 a.m.

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

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

Chehalis Community Renaissance Team (CCRT)

September 14, 2012

Meeting Notes

Chair Larry McGee called the meeting to order at 8:30 a.m. with the following members present: Del Ames, Justin Becker, Alicia Bull, Shelly Clemens, Bill Deutscher, David Hartz, Dick Larman, Merlin MacReynold, Eric Olmstead, Dr. Isaac Pope, Allyn Roe, Jim Rothlin, Bill Schulte, Gail Shaw, Annalee Tobey, and Ken Yarab. City staff present included: Caryn Foley and Herta Fairbanks. Others in attendance included: Jason Baker, Bob Geddes, Markthor MacFarlane, Julie McDonald Zander, and Jackie Rose.

1. Welcome

Larry welcomed Bob Geddes, Manager of the Lewis County PUD, and Jason Baker from Bicoastal Media.

2. Project Updates

a. **Business Incubator.** Jim provided a brief background on the project for those new to the table. The feasibility study consultants determined that the option to pursue thin film solar technology R&D will not work. The determination was based on studying and interviewing other incubators in Washington, and by performing a market and client analysis. The analysis did however, suggest that a market need and potential niche does exist in the area of small scale production and proof of concept testing. The study will continue with meetings with two companies that conduct similar work. It is hoped that this can be completed within the next couple weeks.

b. **CERB Grant Submission.** Allyn stated that a group met to determine if there were any Renaissance projects that fit the CERB grant requirements. No projects were identified, but a grant was submitted by the city for a road extension off the Louisiana Avenue roundabout. He explained that it is actually an airport project, but the \$800,000+ grant request had to be submitted by the city. The project would extend Arkansas Way from the roundabout to spur development. The new roadway would serve an 18-acre site to the north and a two-acre site to the south.

Dick noted that \$12 million was available, while requests came in at \$48 million. Applications will be reviewed on September 20.

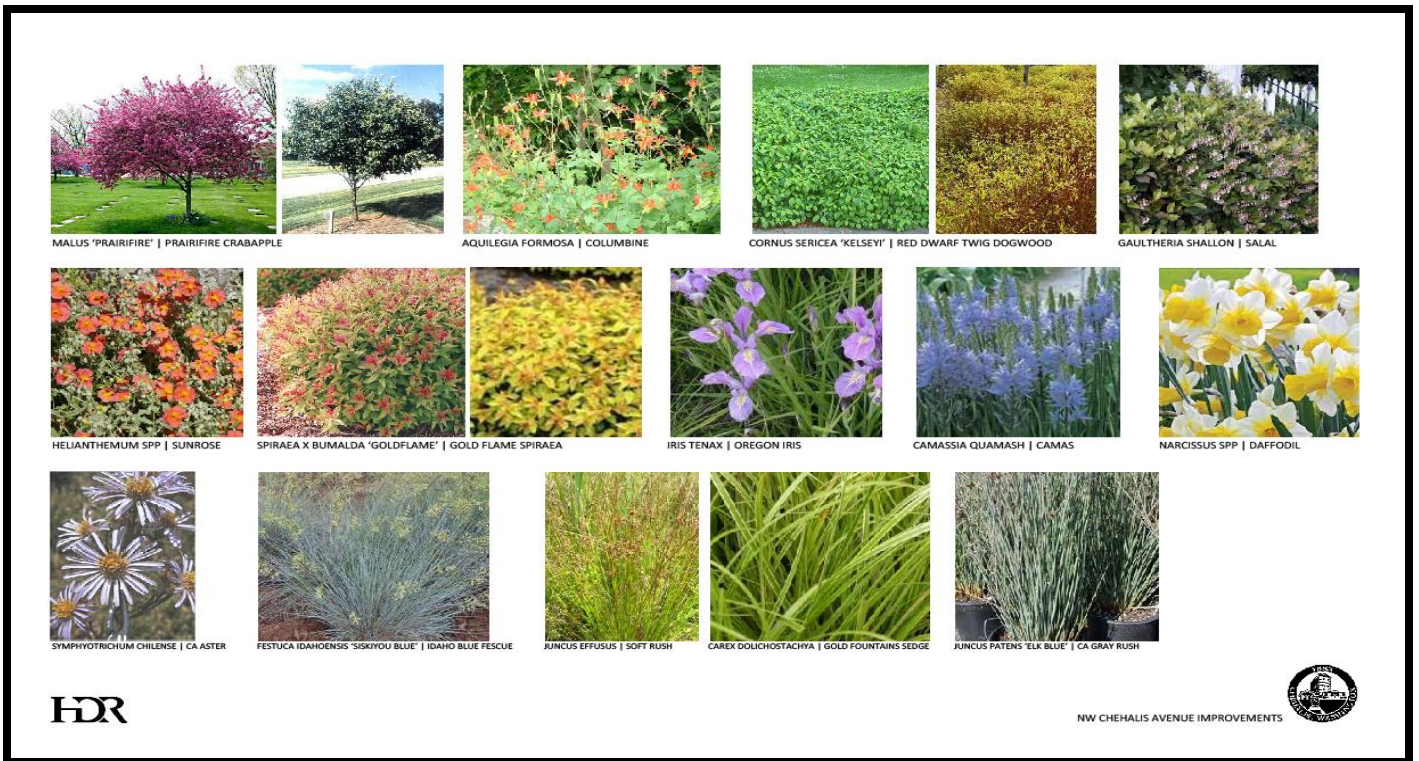
c. **Chehalis Avenue.** Herta stated that a presentation was made at this week's city council meeting about the project – the combination of two grants for an overlay and grinding from Main Street to Pacific Avenue, and beautification from North Street to Park Street. Herta showed an aerial photo of how the intersections would be adjusted, noting that with federal grant money, you have to make everything compliant with federal regulations.

Working with the engineers, they tried to come up with some ideas that would work within the confines of the money available and the defined scope. One of those ideas was the creation of rain gardens in the bulbouts to help with future stormwater requirements. The rain gardens would be more attractive and would offer water treatment for stormwater runoff, which Chehalis Avenue does not currently have. The rain gardens would be planted with year-round interest.

Test holes were dug to make sure the chosen trees can be planted directly in the ground. A deciduous tree (Crabapple) was selected because it would not grow too high at maturity and interfere with overhead wires. It would also have to survive in a rain garden atmosphere. They have been working with Patty Kaija on the plantings for the rain gardens, which will have low-growth habits so they won't obstruct visibility. They are working to get final approval and hope to begin the project this year. Eric expressed interest in being involved with the selection of plants.

David was asked about the decoration committee's plans for Chehalis Avenue this year. Although this year's plan does not include Chehalis Avenue, the committee can certainly discuss incorporating Chehalis Avenue into their plans.

Following is a proposed/preliminary streetscape rendering and plant options.



d. **Children's Museum.** Allyn reported that Stacey Engel, Marilyn Chintella, and Regina King have joined the museum committee. The committee is looking at AmeriCorps/Vista for a director. They are still slated to open the pilot museum on February 1, 2013.

e. **Christmas Decorations.** David reported that the committee is planning a field trip on the 24th to Crystal Valley Decorating, a manufacturer of holiday decorations in Corvallis, Oregon. David passed around one of their catalogs so everyone could get an idea of what the committee is looking at. A letter and cost estimate of \$19,734 for decorations and related items will be going to the Foundation. He added that they still need to address electrical issues.

Dr. Pope stated that the Chehalis Foundation likes to see efforts to enhance the contributions they make. He suggested that we inform the community (e.g., a press release) about our plans and let them know that they can make a tax deductible donation to the Foundation toward Christmas decorations. This may also create an opportunity for people to volunteer their services to help set up and take down the decorations.

Shelly stated this would be a good item for an Evergreen Journal segment.

f. **Marketing Committee.** Annalee reported that the second edition of the Experience Chehalis e-newsletter will be going out today. They currently have an email distribution list of 198 contacts. To boost interest in the newsletter and Facebook page we are implementing contests. Winners will be drawn randomly and will receive a \$50 gift certificate from either Book 'n Brush or Devilfish.

David stated that one of the committee's goals for next year is to design a questionnaire for business owners asking for their feedback on such things as the Renaissance, how they think things are going with the downtown, or other concerns they might have. He suggested that the questions be conducted face to face instead of just sending out a questionnaire to get a real feel for what people are thinking.

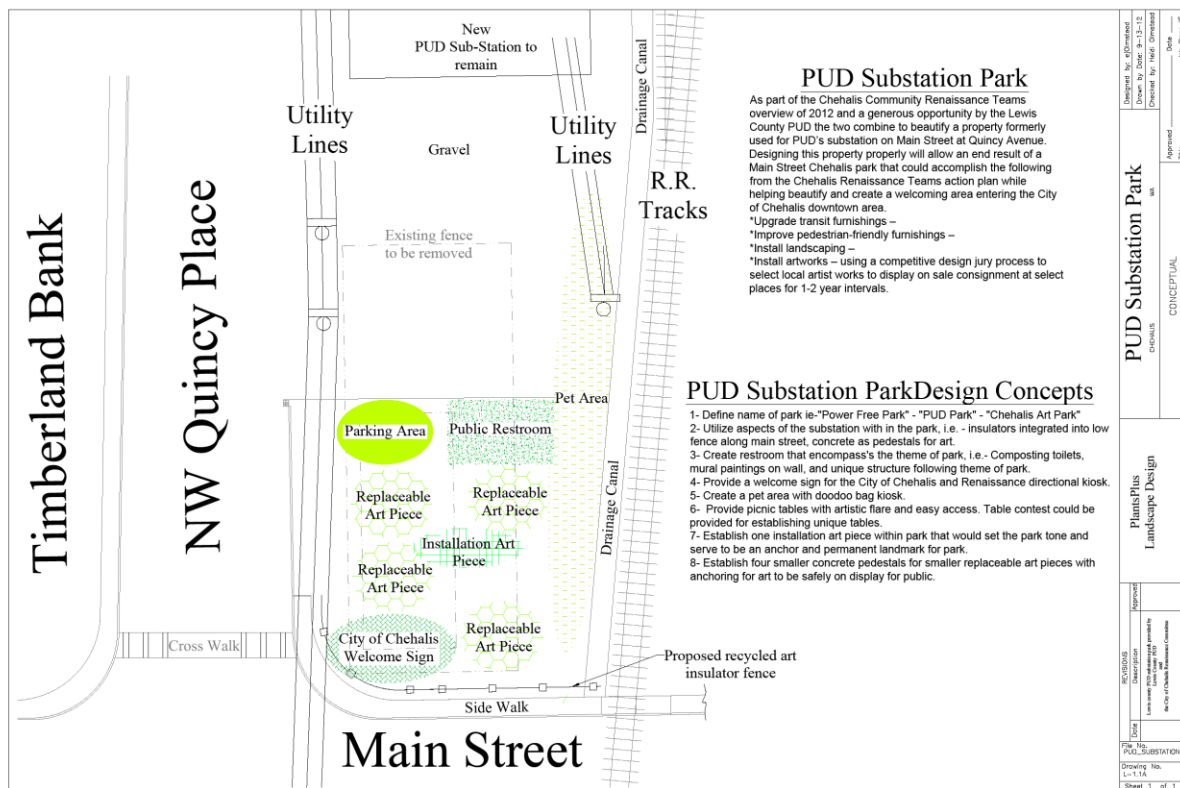
Two new businesses have either opened or are in the process of opening in the 500 block of North Market. One is a church and the other is a cheese making operation. He asked everyone to welcome them to the community.

David invited everyone to attend a webinar on, "Community Marketing on a Miniscule Budget" presented by Roger Brooks of Destination Development International. Meet at Book 'n Brush at 8:30 am on September 25. The \$85 cost is being sponsored by the Renaissance.

g. **National/West Property.** Larry noted that we are still pursuing a grant through PARC to improve this piece of property.

h. **PUD Substation Property on Main Street.** Eric reported that he and Jan met at the site and created a preliminary design plan, which contains all the details. They had hoped that PUD could leave the existing substation structure in place, but due to liability reasons, Bob G. stated that wasn't possible, although they could probably recycle some of the metal pieces and insulators to incorporate into some of the art pieces. There was also discussion about the name of the park. With one of the suggested names being "Power Free Park," it was suggested that it be called, "Free Power Park" and have it be an outlet to charge electric vehicles.

Bob G. stated that he and Eric have discussed the plans for the park. He also indicated that perhaps PUD could help fund Christmas decorations for the site. David will follow-up with Bob on this. Bob also offered another idea to include a time and temperature sign, noting the PUD removed theirs when they remodeling their building façade. Note: Following the meeting we were notified by PUD that they are going to have to reduce the size of the park to accommodate for trucks and equipment entering the new substation area. The below conceptual plan has been adjusted to fit the area that is usable for the park.



3. Good of the Order

a. **Chehalis Foundation**. The Foundation is holding a celebration on October 17 at the golf course. Tickets are \$75.

b. **Steam Train**. Bill announced that the steam train would be featured on KBTC on September 17. He thanked the CCRT for welcoming him to the last meeting and everyone's interest in the steam train. Bill reported that he and Larry met with Ralph Hubbert regarding the steam train using Ralph's property on State Street.

Dr. Pope added that he spoke with representatives from Great Wolf Lodge and they are very interested in meeting with the steam train folks about partnering to have the train travel to the Lodge, noting we need to get Tacoma Rail on board.

c. **ARTrails**. Studio tours begin with a gala opening reception on September 14 from 4:00 to 8:00 pm at the Historic Centralia Train Depot. Tours are September 15-16 and 22-23 from 10:00 am to 5:00 pm.

d. **Tri-fold**. Larry stated there were a couple tri-fold brochures about the Renaissance in front of each member. He asked them to review the brochure and share it with someone who doesn't know about what the Renaissance is doing.

The meeting concluded at 9:40 a.m.

Next meeting is Friday, October 12, 8:30 to 9:30 a.m.

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

Chehalis Community Renaissance Team (CCRT)

October 12, 2012

Meeting Notes

Vice Chair Allyn Roe called the meeting to order at 8:30 a.m. with the following members present: Corine Aiken, Del Ames, Alicia Bull (for Jim Valley), Shelly Clemens, Bill Deutscher, Terry Harris, Patty Kaija, Merlin MacReynold, Eric Olmstead, Jim Rothlin, and Annalee Tobey. City staff present included: Caryn Foley and Herta Fairbanks. Others in attendance included: Johanna Jones.

1. **Welcome and Communications**. Allyn welcomed everyone to the meeting, and noted that Eric Olmstead, Bill Deutscher, and Markthor MacFarlane have all agreed to become official members of the CCRT.

2. **Project Updates**

a. **Christmas Decorations**. Terry reported that an order was placed for decorations for Main Street, thanks to the Chehalis Foundation. Volunteers will be needed for set up and take down. A notice will be put out to the community requesting donations to supplement the Foundation's contribution. Several committee members took a field trip to DiJulio Displays in Oregon to get a first-hand look at the decorations.

b. **Business Incubator**. As reported at the last meeting, Jim stated they are now looking at small scale production. A group visited two companies that do similar work – ONAMI in Portland, Oregon, and C4C (Center For Commercialization) at the University of Washington. ONAMI is a private non-profit that is focused on bringing jobs to Oregon. C4C is a federally funded company at the University whose research is done by professors and students. Both companies provide research and development facilities but neither has a facility to transition from the research to small scale production. C4C seemed particularly interested in this idea. Next steps will include meeting with their CEOs-in- residence to discuss needs for such a facility. The group is in the process of creating a building design and business plan to present to the CEOs as part of the next step discussion.

c. **Chehalis Avenue**. Herta stated the scope of work and budget for the project was sent to the Transportation Improvement Board and WSDOT for approval on the revised scope, since the two grants received were combined into one project.

d. **Children's Museum**. Corine announced the site for the pilot museum will be in the Twin City Town Center in the old Hallmark store, and we were offered an attractive lease. The space provides great parking and lots of traffic. Work continues on position descriptions, funding, and exhibits. Some new members have joined the committee, which is now meeting weekly.

Jim asked if they had funding for the six-month pilot and what would take place following the pilot. Corine stated they have some funding, but not all. She noted that in making calls to other museums and with guidance from the Association of Children's Museums, it was highly recommended that we do a pilot. After the pilot, we will evaluate the sustainability of a permanent facility. She added that it was also suggested that you don't want your pilot museum to be your permanent facility because people are less likely to contribute if you already have a permanent location.

Allyn stated they need help from someone with drywall experience, and they also need a piano.

e. **Design Guidelines**. Developing design guidelines was a 2012 CCRT goal. Allyn and Larry met with Bob Nacht and they agreed to put this item on the shelf for now. The city's development regulations already address several areas. In addition, the Community Development Department will be in transition with Bob's retirement in January. Merlin estimated that Bob's replacement would need time to get going and probably wouldn't be ready to delve into this project until well into 2014. When the item is revisited, Allyn stated that Tom Beckwith provided several examples to get us started. Eric stated that he has lots of books on community based planning and would like to be involved.

f. **PUD Substation Property on Main Street**. Eric reported that following last month's meeting we were notified by PUD that they are going to have to reduce the size of the park to accommodate for trucks and equipment entering the new substation area. A conceptual plan was included in the September meeting notes that showed the adjusted area that is now usable for the park. PUD is willing to work with us to recycle pieces of the substation to incorporate into some of the art pieces.

Johanna stated that she read in the last meeting notes some of the suggested names for the park and offered "Empower Park" as another option.

3. **Good of the Order**

a. **Planes, Trains & Automobiles (PTA)**. Jim stated that PTA is a cool event with lots going on, but planning for it has been disjointed. It needs better coordination and overall promotion. This year in particular, most of the activities were promoted on their own and didn't include other aspects of what was going on. He asked what involvement, if any, the CCRT should have. Alicia stated she would like to see the chamber be more involved and take the lead on this event.

Patty noted that the Wolfman passed away and was missed at this year's event. He kept the music and crowd going.

Shelly asked if the airport would consider moving AirFair to the same weekend as PTA. Allyn stated they could do that.

b. **2013 Planning.** Allyn stated that our December meeting has historically been reserved for planning for the next year. He asked everyone to review the Renaissance Plan and let he, Larry, or Caryn know if they are interested in a particular task. He added that the various committees are making great progress.

c. **Trick- or-Treating.** Johanna asked if the downtown does anything for Halloween. Alicia stated the chamber was coordinating the Trick-or-Treat Trolley that would take people from downtown Chehalis to the Fairway Shopping Center and back. Patty stated that merchants are also encouraged to pass out candy from 4:00 to 5:30.

d. **Steam Train.** Bill D. announced that the steam train was currently selling tickets for their Pumpkin, Santa, and Polar Express trains. Jim asked Bill to let the CCRT know if they need volunteers for any of their events.

The meeting concluded at 9:20 a.m.

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

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

**November 2012
Meeting Canceled**

Chehalis Community Renaissance Team (CCRT)

December 6, 2012

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, Terry Harris, David Hartz, Markthor MacFarlane, Merlin MacReynold, Mitch Moberg, Jan Nontell, Allyn Roe, Jim Rothlin, Bill Schulte, Gail Shaw, and Annalee Tobey. City staff present included: Herta Fairbanks, Public Works Director; and Caryn Foley, City Manager's Administrative Assistant. Guests included: John Braun, Christine Fossett, Buck Hubbert, Johanna Jones, Bob Spahr, and Lowell Wood.

1. Welcome

Larry welcomed all to the meeting.

Buck Hubbert presented a \$20,000 check to the CCRT. He thanked Larry for his leadership and said that The Industrial Commission supports the work of the CCRT and will continue to do so under the leadership of David Hartz.

Larry stated that as everyone knew, he and Allyn were stepping down as chair and vice chair of the CCRT after three years. He thanked The Industrial Commission for their generous contributions, noting the Renaissance would not be here without them. He also thanked the Chehalis Foundation and other organizations and individuals who have donated to the Renaissance. He reviewed the many accomplishments of the CCRT over the last three years, adding there was still a lot to do. He thanked Allyn and Caryn for all their work toward the success of the Renaissance. Larry turned the meeting over to the new chair, David Hartz.

David stated that he appreciated everyone's commitment to the Renaissance and thanked Larry for his leadership.

2. Review 2012 Accomplishments and 2013 Projects

Community Building Projects:

* Implement New Branding (Task 1.1)

Continue current efforts to push the brand anywhere we can when something new is created (e.g., decals on city vehicles, city business cards). The Marketing Committee is promoting the brand through Facebook, the e-newsletter, brochure, event card, etc.

* Young Professionals (Task 1.2)

Replace Larry with Annalee to join Allyn in leading this task. Reach out to the "20 under 40" that were recently featured in The Chronicle, in which Annalee was included – congrats, Annalee!. The Young Professionals have not had an organization to be "under." Perhaps, The Chronicle? Christine thought that was something to look into.

* Adopt Main Street Program (Task 1.3)

The Marketing Committee will review this program in 2013, as the B&O tax could be a source of funding for the Renaissance.

* Sculpture Walk & Arts Festival (Task 1.3)

An arts festival will be held next year in Centralia – "Amazing Art Project." Jan explained that ARTrails receives funding from Centralia, but not Chehalis, so they are focusing this event there, but will include Chehalis somehow.

* Farmers Market (Task 1.3)

The group wanted to expand a couple years ago, but their current location doesn't lend itself to that, and they don't want to relocate because they like the location. Others seem to like it also because it draws people to the downtown. The market was storing their equipment in a nearby location, but the building is now being rented. David will follow-up with the market manager to see if they are in need of a new storage location.

Economic Development Projects:

* Art in Storefronts & Vacant Buildings (Task 2.1)

Art was recently placed in the CCRT office. Jan is still in need of vacant storefronts. She reminded everyone that placing art in storefronts has shown to help sell empty buildings.

* Incubator Planning (Added Task)

Jim provided a history of the project. The original focus of the project was determined to not be feasible by the consultants' study, so they are now pursuing small scale production. They are talking with C4C (Center For Commercialization) at the University of Washington. C4C provides research and development facilities, but does not have a facility to transition from the research to small scale production. They will meet with C4C's CEOs-in-residence to discuss their needs for such a facility.

Gail noted that this is a great project and we need to do everything we can to let them know we are a can do community!

Promotion & Design Projects:

*** Dillenbaugh Creek Conservancy Park (Task 3.5)**

Markthor is leading this task and is in the process of gathering information and beginning a review.

*** Add Steam Train Boarding Locations (Task 3.6)**

Larry reminded everyone of Ralph Hubbert's offer of his property on State Street across from Kaija's for a stop for the steam train. Discussions were started when Bill Deutscher was on the CCRT. There were also preliminary talks about the steam train going north to have stops in Centralia and at the Great Wolfe Lodge. Going north would require leasing a portion of the Tacoma rail line; it was noted that a portion of the line had already been leased. The good news is that Bill Deutscher is back with the steam train group. David will contact Bill about rejoining the CCRT. Gail stated that he would like to be involved in future discussions and also thought that Neil Amondson would be a good person to join them in these talks.

*** Downtown Properties Eyesore Removal (Task 3.8)**

We have been in contact with PARC (Public Affairs Research Consultants) Resources. PARC consultants specialize in serving small towns and tribes, among others, to purchase eyesore properties, and install art and plantings. We plan to work with them on the former "tattoo" property at the corner of West and National. Jan and Patty are leading this effort.

*** Market-Boistfort Enhancements (Task 3.9)**

Allyn reported that a sketch was done for Boistfort Street between Market and Pacific to show how the space could be converted into a pedestrian plaza with removable bollards for such events as the Farmers Market. The sketch was created for a CERB grant submission, but the project did not qualify. No further progress has been made and there is no sense of what the costs would be. Someone is needed to pursue the task, but it was agreed to put it on hold until after the completion of Chehalis Avenue.

*** Design Guidelines (Task 3.10)**

This task is on hold. Merlin cautioned that when this task is picked up again, we must be sensitive to the business community's involvement.

*** Reconfigure Twin City Town Center (Task 3.11)**

Allyn is working with the developer of the TCTC to construct an additional entrance at the south end of the development, along with the general beautification of the site. One of the Renaissance Plan tasks was to remove the parking stalls in front of the stores, but the developer is not receptive to the concept.

*** Marketing (Added Task)**

Over the last year, the Marketing Committee has produced a visitors' brochure, an event rack card, and has created an e-newsletter and Facebook presence. David distributed the committee's marketing plan for 2013. Among other items, the committee will work toward putting the historic walking tour on the city website, including having it available in audio; create a mobile version of the city website; develop a shop local campaign; and foster working relationships with the Chehalis Business Association and the Chamber.

*** Island Plantings – Market Boulevard (Added Task)**

Some of the Silberlocke trees that were planted in the large pots have died. Patty Kaija has the replacement trees and will get them planted as her time allows. There was discussion about the success of having citizens and businesses sponsor the planting of annuals in the islands. It was agreed that we do it again next year.

*** Holiday Decorations (Added Task)**

Terry is leading this effort. He recognized the \$20,000 contribution from the Chehalis Foundation for new Christmas decorations for Main Street. He also thanked Rich Trotter and the rest of the parks & facilities crew for all their hard work in helping get the decorations up. He noted this was step one of a five-year plan by the committee.

*** PUD Free Power Park (Added Task)**

Jan and Eric are leading this project. Jan recognized PUD for their cooperation. The park area ended up being somewhat smaller than originally thought. Jan shared a photo of a sculpture that she is trying to obtain. They are also considering having a contest for the design of picnic tables.

*** Litter Pickup (Added Task)**

Selected litter pickups have been taking place over the last three years. The airport has also been responsible for doing litter pickup around their area. Larry reminded everyone that Ralph had suggested the need for ongoing maintenance and asking businesses to contribute to have Reliable Enterprises do the work on an ongoing basis. This task needs to be followed up on.

Traffic & Parking Changes Projects:

*** Chehalis Avenue (Task 4.5)**

Herta stated that construction will take place next spring as soon as the weather allows. Bid documents will be going out soon so we are ready to go when the good weather starts. Two grants were received for the resurfacing and beautification of the street. Larry reminded everyone that the trees and plantings are a CCRT responsibility. Eric is involved with the tree and plant selections. Larry noted that parking on one side of Chehalis Avenue was converted from parallel to angle as recommended in the Renaissance Plan.

Downtown Development Projects:

*** Parking Structure(s) Design (Task 5.1)**

This is a county project, but is currently on hold because of lack of funding. Working with a professional parking consultant, we have several great examples of parking garages that would incorporate retail on the street level, parking in the middle, and condos/apartments on the top.

*** Children's Museum (Added Task)**

Allyn reported that next week, the committee will be interviewing four good candidates for the executive director position. They would like someone on board beginning in January. The group is working on exhibits and layout. Larry added that four foundations have contributed \$65,000 of the \$70,000 needed for the six-month pilot.

The meeting concluded at 10:10 a.m.

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

2013 Meeting Schedule – 8:30 to 9:30 a.m.

January 11	July 12
February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 6