

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3
Mayor

John Six, District 1
Daryl J. Lund, Mayor Pro Tem, District 2
Jody Kyes, District 4

Kate McDougall, Position at Large No. 1
Kevin Carns, Position at Large No. 2
Robert J. Spahr, Position at Large No. 3

Regular Meeting of Monday June 10, 2024

5:00 p.m.

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda

PRESENTATIONS/PROCLAMATIONS

4. Chehalis Foundation Update (Jenny Collins)

CONSENT CALENDAR

ADMINISTRATION
RECOMMENDATION

PAGE

- | | ADMINISTRATION
RECOMMENDATION | PAGE |
|--|----------------------------------|------|
| 5. <u>Minutes of the Regular Meeting May 28, 2024</u> (City Clerk) | APPROVE | 1 |
| 6. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$376,190.22</u> (Finance Director) | APPROVE | 5 |
| 7. <u>Vouchers and Transfers- Payroll in the Amount of \$962,450.83</u> (Finance Director) | APPROVE | 7 |
| 8. <u>Setting Date and Time of July 8, 2024, at 5:00 p.m. or as soon thereafter as possible for a Public Hearing Regarding the City's Comprehensive Plan for the Comprehensive Plan Mapping and Rezone Request for the Port of Chehalis</u> (Interim Community Development Director) | APPROVE | 9 |
| 9. <u>Setting Date and Time of July 8, 2024, at 5:00 p.m. or as soon thereafter as possible for a Public Hearing Regarding the City's Comprehensive Plan for the Comprehensive Plan Mapping and Rezone Request for Shovel Ready LLC Parcels #017767002000 and #017769033001</u> (Interim Community Development Director) | APPROVE | 11 |
| 10. <u>Setting Date and Time of July 8, 2024, at 5:00 p.m. or as soon thereafter as possible for a Public Hearing Regarding the City's Comprehensive Plan for the Comprehensive Plan Mapping and Rezone Request for 201 Hannah Lane Parcel 017875055031</u> (Interim Community Development Director) | APPROVE | 13 |
| 11. <u>Setting Date and Time of July 8, 2024, at 5:00 p.m. or as soon thereafter as possible for a Public Hearing regarding the City's Comprehensive Plan for the UGB amendment and Rezone Request for the Newaukum Ventures properties Parcels</u> | APPROVE | 15 |

017873003000, 017846001005, 017846001006, 017846003002, 017846003006, 017880001001, 017880001002, and 017880001003 (Interim Community Development Director)		
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PUBLIC HEARINGS	ADMINISTRATION RECOMMENDATION	PAGE

CITIZENS BUSINESS (PUBLIC COMMENT)
<p>Individuals wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – https://www.ci.chehalis.wa.us/contact. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Kassi Bateman at 360-345-1042 or at kbateman@ci.chehalis.wa.us. Public comments will be limited to five (5) minutes per person.</p>

UNFINISHED BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
12. <u>Second Reading of Ordinance No. 1096-B, Historic Preservation Code Amendments</u> (Interim Community Development Director)	APPROVE	17

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
13. <u>Resolution No. 11-2024, Interlocal Agreement with Riverside Fire Department for Temporary Use of Rolling Stock</u> (Fire Chief)	APPROVE	33
14. <u>Bid Award-National Avenue Resurfacing Project, Phase II</u> (Public Works Director)	APPROVE	43
15. <u>Consider Application for WA State Treasurer Local Program to Fund the Purchase of a Braun Ambulance and a Rosenbauer Engine</u> (Fire Chief)	APPROVE	49

ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
<u>Administration Reports</u> <ul style="list-style-type: none"> • City Manager Update <u>Councilor Reports/Committee Updates</u> (City Council)	INFORMATION ONLY	

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

NEXT REGULAR CITY COUNCIL MEETINGS

MONDAY, JUNE 24, 2024- 5:00 P.M.

MONDAY, JULY 08, 2024- 5:00 P.M.

Chehalis City Council
Regular Meeting Minutes
May 28, 2024
5:00 p.m.

Council Present: Mayor Ketchum, Mayor Pro Tem Lund (virtual), Councilor Spahr (virtual), Councilor McDougall, Councilor Kyes, Councilor Six and Councilor Carns (virtual).

Council Absent: None

Staff Present: Lance Bunker, Interim City Manager; Kevin Nelson, City Attorney; Kassi Bateman, City Clerk; Nicholle Stanhope, Finance Director; Randy Kaut, Police Chief; Fritz Beierle, Streets Superintendent; Celest Wilder, Capital Projects Manager; Lilly Wall, Parks and Recreation Director; Adam Fullbright, Fire Chief; Malissa Paulsen, Interim Community Development Director; Josh McDrummond, Code Compliance Officer

Press Present: Owen Sexton, The Chronicle

1. Call to Order

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Councilor McDougall led the flag salute.

3. Approval of Agenda

An executive session was added for litigation/potential litigation.

A motion was made by Councilor Spahr, seconded by Councilor McDougall, to approve the agenda as amended. Motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

CONSENT CALENDAR

- 4. Minutes of the Regular City Council Meeting of May 13, 2024** (City Clerk)
- 5. Vouchers and Transfers—Accounts Payable in the Amount of \$815,908.10** (Finance Director)
- 6. Appointment of Mayor Pro Tem Lund, Councilor McDougall and City Manager Stacy Denham as the City’s Voting Delegates to the 2024 AQC Annual Business Meeting** (City Clerk)
- 7. Chehalis-Centralia Airport Memorandum of Understanding (MOU) with Washington Military Department 2024** (Airport Director)

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve the items on the Consent Calendar as presented. The motion carried unanimously.

PUBLIC HEARINGS

8. **Public Hearing on Resolution No. 10-2024, 2025-2030 Transportation Improvement Plan** (Public Works Director)
Capital Projects Manager Celest Wilder presented.

Mayor Ketchum opened the public hearing at 5:12 p.m.

There being no one wishing to speak, Mayor Ketchum closed the public hearing at 5:12 p.m.

CITIZENS BUSINESS

None.

UNFINISHED BUSINESS

9. **Second Reading of Ordinance No. 1097-B, Adoption of CMC 17.10 International Building Codes with Amendments to the International Residential Code** (Interim Community Development Director)

A motion was made by Councilor Spahr, seconded by Councilor McDougall to adopt Ordinance No. 1097-B. The motion carried unanimously.

NEW BUSINESS

10. **Resolution No. 10-2024, Adopting the City of Chehalis 2025-2030 Six-Year Transportation Improvement Program** (Capital Projects Manager)

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Resolution No. 10-2024. The motion carried unanimously.

11. **Consideration of Offer to Lease Tract 16-B at 1815 NW Louisiana Ave to Halle Properties, LLC of Scottsdale, AZ** (Airport Director)

Airport Director Brandon Rakes presented.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to approve acceptance of the lease for Tract 16-B at 1815 NW Louisiana Avenue by Halle Properties, LLC to establish a Discount Tire and authorize the City Manager to execute all necessary documents. The motion was carried with Councilor Six opposing.

12. **Task Order No. 3 Create a Building Information Model and Airport Visualization Scope of Services** (Airport Director)

Airport Director Brandon Rakes presented.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to approve Professional Services Agreement Task Order No. 3 with the Aviation Planning Group and authorize the Interim City Manager to execute all necessary documents. The motion carried unanimously.

13. Consider PILOT Program for Tax Exempt Buildings within Chehalis for Fire Protection Fees (Fire Chief)

Fire Chief Adam Fulbright presented.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to authorize the City Manager, Fire Chief, and City Attorney to enter into negotiations with all tax-exempt entities within the City of Chehalis for the purpose of establishing an appropriate payment in lieu of taxes agreement for Fire protection services. The motion carried with Councilor Six opposing.

14. First Reading of Ordinance No. 1096-B, Historic Preservation Code Amendments (Interim Community Development Director)

Interim Community Development Director Malissa Paulsen presented.

The council requested amendments to the final ordinance that will be presented at the next regular meeting including the board member composition requirements, and property tax incentive authorizations being recommended by the commission but subject to council approval.

A motion was made by Councilor Spahr, seconded by Councilor Six to approve Ordinance No. 1096-B, amending the Chehalis Municipal Code Chapter 2.66 Historic Preservation on first reading. The motion carried unanimously.

15. First Reading of Ordinance No. 1096-B, Historic Preservation Code Amendments (Interim Community Development Director)

Interim Community Development Director Malissa Paulsen presented.

A motion was made by Councilor Spahr, seconded by Councilor Six to approve Ordinance No. 1096-B, amending the Chehalis Municipal Code Chapter 2.66 Historic Preservation on first reading. The motion carried unanimously.

16. First Reading of Ordinance No. 1098-B, Amending Chehalis Municipal Code Section 7.04.005- Update Adoption of Revised Code of Washington Criminal Statutes (City Attorney)

City Attorney Kevin Nelson presented.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to waive the council rules requiring two readings and approve Ordinance No. 1098-B, on first and final reading. The motion carried unanimously.

17. Amendment to Fire Station Headquarters Project-Fire Station Programing and Revalidation and Preliminary Design (Fire Chief)

Fire Chief Adam Fulbright presented.

A motion was made by Councilor McDougall, seconded by Mayor Pro Tem Lund to approve the amendment to the Fire Station Headquarters project- allowing for additional investigation into the possible renovation of Park Street Station, not to exceed the amount of \$15,000. The motion carried unanimously.

ADMINISTRATION REPORTS

CITY MANAGER UPDATE

Interim City Manager Lance Bunker introduced Todd Turner, Water Superintendent.

Q1 2024 Financial Report

Finance Director Nicholle Stanhope presented.

COUNCILOR REPORTS/COMMITTEE UPDATES

Councilor McDougall reported attendance at the Homeless Committee, Veteran’s Museum and Chehalis Budget Committee meetings.

Mayor Ketchum reported attendance at the flood authority, Industrial Commission, Agency on Aging, Chehalis Port Flood Project, museum and homeless with downtown businesses meetings.

EXECUTIVE SESSION

18. 42.30.110(1)(i)- Litigation/Potential Litigation

Mayor Ketchum recessed the regular meeting and called the executive session to order at 6:25 for 10 minutes after providing 5 minutes for the public to exit or until 6:40 p.m.

Mayor Ketchum adjourned the executive session at 6:40 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the regular meeting at 6:40 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Bateman, City Clerk

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Nicholle Stanhope, Finance Director
Clare Roberts, Accounting Tech III

MEETING OF: June 10, 2024

SUBJECT: 2024 Vouchers and Transfers – Accounts Payable in the Amount of \$376,190.22.

ISSUE

City Council approval is requested for 2024 Vouchers and Transfers dated May 31, 2024.

DISCUSSION

The May 31, 2024, Claim Vouchers have been reviewed by a committee of two councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 3688 – 3727, 157 and Voucher Checks No. 139039 - 139131 in the amount of \$376,679.22 dated May 31, 2024, and Voided Checks No. 138885 and 138986 for the net total of \$376,190.22 which included the transfer of:

- \$ 154,481.91 from the General Fund
- \$ 15,291.21 from the Street Fund
- \$ 36,139.66 from the Transportation Benefit District Fund
- \$ 2,031.50 from the LEOFF 1 OPEB Reserve Fund
- \$ 5,593.75 from the G.O. Bond Fund
- \$ 6,067.67 from the Public Facilities Reserve Fund
- \$ 7,033.00 from the Park Improvement Fund
- \$ 23,135.29 from the Wastewater Fund
- \$ 17,126.64 from the Water Fund
- \$ 1,118.64 from the Storm & Surface Water Utility Fund
- \$ 99,682.67 from the Airport Fund
- \$ 4,215.71 from the Wastewater Capital Fund

- \$ 4,761.77 from the Water Capital Fund
- \$ 376,679.22 Total Vouchers for May 31, 2024
- \$<489.00> Voided Checks for May 29, 2024
- \$ 376,190.22 Net Total Transfers

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3688 – 3727, 157 and Voucher Checks No. 139039 - 139131 in the amount of \$376,679.22 dated May 31, 2024, and Voided Checks No. 138885 and 138986 for the net total of \$376,190.22.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3688 – 3727, 157 and Voucher Checks No. 139039 - 139131 in the amount of \$376,679.22 dated May 31, 2024, and Voided Checks No. 138885 and 138986 for the net total of \$376,190.22.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Nicholle Stanhope, Finance Director
Deri-Lyn Stack, Payroll Accounting

MEETING OF: June 10, 2024

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$962,450.83

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated May 31,2024.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 42463-42478, Direct Deposit Payroll Vouchers No. 17905-18037, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 601-609 dated May 31,2024, in the amount of \$962,450.83, which include the transfer of:

- \$632,730.67 from the General Fund
- \$43,152.55 from the Street Fund
- \$2,873.12 from the Transportation Dist Fund
- \$4,650.84 from the LEOFF1 OPEB Reserve Fund
- \$118,672.71 from the Wastewater Fund
- \$109,529.72 from the Water Fund
- \$15,948.34 from the Storm & Surface Water Utility Fund
- \$34,892.88 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the May 31,2024, Payroll Vouchers No. 42463-42478, Direct Deposit Payroll Vouchers No. 17905-18037, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 601-609 in the amount of \$962,450.83.

SUGGESTED MOTION

I move that the City Council approve the May 31,2024, Payroll Vouchers No. 42463-42478, Direct Deposit Payroll Vouchers No. 17905-18037, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 601-609 in the amount of \$962,450.83.

I, THE UNDERSIGNED, OF THE CITY OF CHEHALIS WASHINGTON DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE PAYROLL-RELATED SERVICES HAVE BEEN RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF CHEHALIS, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.


PAYROLL OFFICER


FINANCE DIRECTOR

CHECK NOS. 42463 THROUGH 42478, DIRECT DEPOSIT CHECK NOS. 17905 THROUGH 18037, ELECTRONIC FEDERAL TAX AND DRS PENSION/DEFERRED COMP PAYMENTS NOS. 601-609 ARE HEREBY APPROVED FOR PAYMENT IN THE TOTAL AMOUNT OF \$962,450.83 THIS _____ DAY OF _____, 2024.

MAYOR

001	GENERAL FUND	632,730.67
003	STREET FUND	43,152.55
103	TRANSPORTATION DIST FUND	2,873.12
115	LEOFF1 OPEB	4,650.84
404	WASTEWATER FUND	118,672.71
405	WATER FUND	109,529.72
406	STORM & SURFACE UTIL FUND	15,948.34
407	AIRPORT FUND	<u>34,892.88</u>
	TOTAL	\$962,450.83

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Todd Johnson, Consulting Planner

MEETING OF: June 10, 2024

SUBJECT: Setting Date and Time of July 8, 2024 at 5:00 p.m. or as soon thereafter as possible for a Public Hearing Regarding the City’s Comprehensive Plan for the **Comprehensive Plan Mapping and Rezone Request for the Port of Chehalis**

ISSUE

Per the Growth Management Act, the City is allowed to update the City’s Comprehensive Plan yearly. The update allows the City to make annual adjustments to the adopted Comprehensive Plan to reflect changes between periodic updates, provide new projections, change zoning, update capital improvements programs, and consider City expansions to accommodate growth.

DISCUSSION

The Port of Chehalis proposes a Comprehensive Plan Mapping Amendment and Rezone for parcels 017857003005 and 017857003006 from R3 to IL zoning.

A Public Hearing by City Council is needed to consider the recommendation of the Planning Commission, SEPA review comments, and public comments received. Staff are requesting Council set a hearing date for July 8th, 2024.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council set July 8th 2024 at 5:00 p.m. or as soon thereafter as possible for the required public hearing on City’s Comprehensive Plan Annual Amendment.

SUGGESTED MOTION

I move that the City Council set July 8th at 5:00 p.m. or as soon thereafter as possible for the required public hearing on UGA-PFA-23-004, Port of Chehalis Comprehensive plan mapping amendment and rezone.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Todd Johnson, Consulting Planner

MEETING OF: June 10, 2024

SUBJECT: Setting Date and Time of July 8, 2024 at 5:00 p.m. or as soon thereafter as possible for a Public Hearing Regarding the City’s Comprehensive Plan for the **Comprehensive Plan Mapping and Rezone Request for Shovel Ready LLC** Parcels #017767002000 and #017769033001

ISSUE

Per the Growth Management Act, the City is allowed to update the City’s Comprehensive Plan yearly. The update allows the City to make annual adjustments to the adopted Comprehensive Plan to reflect changes between periodic updates, provide new projections, change zoning, update capital improvements programs, and consider City expansions to accommodate growth.

DISCUSSION

Shovel Ready LLC requests rezoning of parcels #017767002000 and #017769033001 from a mix of CG (General Commercial) and IL (Light Industrial) to IL (Light Industrial). A Public Hearing by City Council is needed to consider the recommendation of the Planning Commission, SEPA review comments, and public comments received. Staff are requesting Council set a hearing date for July 8th, 2024.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council set July 8th 2024 at 5:00 p.m. or as soon thereafter as possible for the required public hearing on City’s Comprehensive Plan Annual Amendment.

SUGGESTED MOTION

I move that the City Council set July 8th at 5:00 p.m. or as soon thereafter as possible for the required public hearing on RZ-23-004, Shovel Ready LLC Comprehensive Plan Mapping Amendment and Rezone.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Todd Johnson, Consulting Planner

MEETING OF: June 10, 2024

SUBJECT: Setting Date and Time of July 8, 2024 at 5:00 p.m. or as soon thereafter as possible for a Public Hearing Regarding the City’s Comprehensive Plan for the **Comprehensive Plan Mapping and Rezone Request for 201 Hannah Lane** Parcel 017875055031

ISSUE

Per the Growth Management Act, the City is allowed to update the City’s Comprehensive Plan yearly. The update allows the City to make annual adjustments to the adopted Comprehensive Plan to reflect changes between periodic updates, provide new projections, change zoning, update capital improvements programs, and consider City expansions to accommodate growth.

DISCUSSION

The applicant, Kyle Wheeler, requests a rezone and Comprehensive Plan Mapping Amendment for the property located at 201 Hannah Lane from R1 (Residential) to MRC (Mixed Residential Commercial).

A Public Hearing by city council is needed to consider the recommendation of the Planning Commission, SEPA review comments, and public comments received. Staff are requesting Council set a hearing date for July 8th, 2024.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council set July 8th 2024 at 5:00 p.m. or as soon thereafter as possible for the required public hearing on City’s Comprehensive Plan Annual Amendment.

SUGGESTED MOTION

I move that the City Council set July 8th at 5:00 p.m. or as soon thereafter as possible for the required public hearing on RZ-23-003, 201 Hannah Lane Comprehensive Plan Mapping Amendment and Rezone.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Todd Johnson, Consulting Planner

MEETING OF: June 10, 2024

SUBJECT: Setting Date and Time of July 8, 2024 at 5:00 p.m. or as soon thereafter as possible for a Public Hearing regarding the City’s Comprehensive Plan for the **UGB amendment and Rezone Request for the Newaukum Ventures properties** Parcels 017873003000, 017846001005, 017846001006, 017846003002, 017846003006, 017880001001, 017880001002, and 017880001003

ISSUE

Per the Growth Management Act, the City is allowed to update the City’s Comprehensive Plan yearly. The update allows the City to make annual adjustments to the adopted Comprehensive Plan to reflect changes between periodic updates, provide new projections, change zoning, update capital improvements programs, and consider City expansions to accommodate growth.

DISCUSSION

Newaukum Ventures seeks an amendment to the City of Chehalis Comprehensive Plan and Zoning Map to include the Chehalis Westlund-Enbody properties within the City’s mapped Urban Growth Area (UGA), as expanded by Lewis County Ordinance 1337. The request includes a proposed zoning designation of MRC - Mixed Residential/Commercial for the subject properties.

A Public Hearing by City Council is needed to consider the recommendation of the Planning Commission, SEPA review comments, and public comments received. Staff are requesting Council set a hearing date for July 8th, 2024.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council set July 8th 2024 at 5:00 p.m. or as soon thereafter as possible for the required public hearing on City’s Comprehensive Plan Annual Amendment.

SUGGESTED MOTION

I move that the City Council set July 8th at 5:00 p.m. or as soon thereafter as possible for the required public hearing on RZ-23-002, Newaukum Ventures LLC UGB Expansion, Comprehensive

Plan Mapping Amendment, and Rezone.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Malissa Paulsen, Interim Community Development Manager

MEETING OF: June 10, 2024

SUBJECT: Second Reading of Ordinance No. 1096-B, Historic Preservation Code Amendments

ISSUE

The current Historic Preservation Code (Chehalis Municipal Code Chapter 2.66) is not compliant with the requirements of the Department of Archeology and Historic Preservation’s guidelines to maintain our Certified Local Government status.

DISCUSSION

The City’s Historic Preservation Commission has been working closely with the Department of Archeology and Historic Preservation (DAHP) to update Chapter 2.66 Historic Preservation. DAHP provided a model ordinance which was reviewed and modified to ensure compliance with the goals and powers bestowed to the Historic Preservation Commission by the City Council. The amended chapter was recommended to the City Council for approval by the Historic Preservation Commission at their November 2023 meeting.

This is the second reading, edits have been made to the ordinance as recommended by the City Council at their meeting on May 28, 2024. The edits include altering the language to allow the Historic Preservation Commission to review the applications for Special Tax Valuation, then make a formal recommendation to City Council. The City Council will then be required to provide a determination of approval or denial for the application.

FISCAL IMPACT

No fiscal impact expected.

RECOMMENDATION

I recommend that the City Council adopt Ordinance No. 1096-B, amending the Chehalis Municipal Code Chapter 2.66 Historic Preservation on second reading.

SUGGESTED MOTION

I move the City Council adopt Ordinance No. 1096-B, amending the Chehalis Municipal Code Chapter 2.66 Historic Preservation on second reading.

ORDINANCE NO. 1096-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING, AND REMOVING SECTIONS OF CHEHALIS MUNICIPAL CODE TITLE 2.66, KNOWN AS THE HISTORIC PRESERVATION ORDINANCE INCLUDING AMENDING CMC 2.66.010 TITLE; AMENDING CMC 2.66.030 DEFINITIONS; AMENDING CMC 2.66.050 RELATING TO COMMISSION COMPOSITION; AMENDING CMC 2.66.070 RELATING TO COMMISSION POWERS AND DUTIES; AMENDING CMC 2.66.090 RELATING TO RULES AND OFFICERS; AMENDING CMC 2.66.110 RELATING TO DESIGNATION IN CHEHALIS REGISTER; AMENDING CMC 2.66.120 RELATING TO PROPERTIES NOMINATED FOR THE NATIONAL REGISTER; REMOVING CMC 2.66.020 FINDINGS AND PURPOSE; REMOVING CMC 2.66.040 COMMISSION – CREATION AND SIZE; REMOVING CMC 2.66.060 COMMISSION – TERMS; REMOVING CMC 2.66.080 COMMISSION – COMPENSATION; REMOVING CMC 2.66.100 COMMISSION – STAFF; REMOVING CMC 2.66.130 THROUGH CMC 2.66.200 RELATING TO THE PROCESSES, REVIEW, AND FACTORS TO BE CONSIDERED BY THE HISTORIC PRESERVATION COMMISSION.

WHEREAS, the original text was approved and adopted by City Council by Ordinance 508B, Creating a Historic Preservation Program, on June 28, 1993.

WHEREAS, the Historic Preservation Commission approved a motion to recommend approval of the amended CMC 2.66 Historic Preservation code on November 16, 2023.

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

Section 1. Chapter 2.66.010 of the Chehalis Municipal Code shall be and the same hereby replaced to read as follows:

The purpose of this ordinance is to provide for the identification, evaluation, designation, and protection of designated historic and prehistoric resources within the boundaries of the City of Chehalis and preserve and rehabilitate eligible historic properties within the City of Chehalis for future generations through review of application and recommendation to City Council of special valuation, a property tax incentive, as provided in Chapter 84.26 RCW in order to:

- A. Safeguard the heritage of the City of Chehalis as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the City of Chehalis history;
- B. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the City of Chehalis history;

C. Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;

D. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;

E. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and,

F. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

CMC 2.66.030 Title

The following sections shall be known and may be cited as the “historic preservation ordinance of the City of Chehalis.”

CMC 2.66.050 Definitions

The following words and terms when used in this ordinance shall mean as follows, unless a different meaning clearly appears from the context:

A. The City of Chehalis Historic Inventory” or “Inventory” means the comprehensive inventory of historic and prehistoric resources within the boundaries of the City of Chehalis.

B. “The City of Chehalis Historic Preservation Commission” or “Commission” means the commission created by CMC 2.66.070 herein.

C. “The City of Chehalis Register of Historic Places”, “Local Register”, or “Register” means the listing of locally designated properties provided for in CMC 2.66.090 herein.

D. “Actual Cost of Rehabilitation” means costs incurred within twenty four months prior to the date of application and directly resulting from one or more of the following: a) improvements to an existing building located on or within the perimeters of the original structure; or b) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/habitable floor-space attributable to new construction; or c) architectural and engineering services attributable to the design of the improvements; or d) all costs defined as “qualified rehabilitation expenditures” for purposes of the federal historic preservation investment tax credit.

E. A “building” is a structure constructed by human beings. This includes both residential and nonresidential buildings, main and accessory buildings.

F. “Certificate of Appropriateness” means the document indicating that the commission has reviewed the proposed changes to a local register property or within a local register historic district and certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation.

G. “Certified Local Government” or “CLG” means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission and a program meeting Federal and State standards.

H. “Class of properties eligible to apply for Special Valuation in the City of Chehalis” means all historic properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the City of Chehalis becomes a Certified Local Government (CLG). Once a CLG, the class of properties eligible to apply for Special Valuation in the City of Chehalis means all historic properties listed on the City of Chehalis Register of Historic Places which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

I. “Cost” means the actual cost of rehabilitation, which cost shall be at least twenty five percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

J. A “district” is a geographically definable area urban or rural, small or large—possessing a significant concentration, linkage, or continuity of sites buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

K. “Emergency repair” means work necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake or other disaster.

L. “Historic property” means real property together with improvements thereon, except property listed in a register primarily for objects buried below ground, which is listed in a local register of a Certified Local Government or the National Register of Historic Places.

M. “Incentives” are such rights or privileges or combination thereof which the Chehalis City Council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of Register properties. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, beneficial placement of public improvements or amenities, or the like.

N. “Local Review Board”, or “Board” used in Chapter 84.26 RCW and Chapter 254 20 WAC for the special valuation of historic properties means the commission created in CMC 2.66.070 herein. The local review board is granted authority to review the special valuation and make a recommendation to City Council for final decision.

O. “National Register of Historic Places” means the national listing of properties significant to our cultural history because of their documented importance to our history, architectural history, engineering, or cultural heritage.

P. An “object” is a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Q. “Ordinary repair and maintenance” means work for which a permit issued by the City of Chehalis is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or structure appurtenance therein and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage.

R. “Owner” of property is the fee simple owner of record as exists on the Lewis County Assessor’s records.

S. “Significance” or “significant” used in the context of historic significance means the following: a property with local, state, or national significance is one which helps in the understanding of the history or prehistory of the local area, state, or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area can include the City of Chehalis, Lewis County, or the southwest region of Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

T. A “site” is a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of ruined or now non-existent building or structure of the location itself possesses historic cultural or archaeological significance.

U. “Special Valuation for Historic Properties” or “Special Valuation” means the local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation. (Chapter 84.26 RCW).

V. “State Register of Historic Places” means the state listing of properties significant to the community, state, or nation but which may or may not meet the criteria of the National Register.

W. A “structure” is a work made up of interdependent and interrelated parts in a definite pattern of organization. Generally constructed by man, it is often an engineering project.

X. “Universal Transverse Macerator” or “UTM” means the grid zone in metric measurement providing for an exact point of numerical reference.

Y. “Waiver of a Certificate of Appropriateness” or “Waiver” means the document indicating that the commission has reviewed the proposed whole or partial demolition of a local register property or in a local register historic district and failing to find alternatives to demolition has issued a waiver of a Certificate of Appropriateness which allows the building or zoning official to issue a permit for demolition.

Z. “Washington State Advisory Council’s Standards for the Rehabilitation and Maintenance of Historic Properties” or “State Advisory’s Council’s Standards” means the rehabilitation and maintenance standards used by the City of Chehalis Historic Preservation Commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

CMC 2.66.070 The City of Chehalis Historic Commission

A. Creation and Size

There is hereby established a City of Chehalis Historic Preservation Commission, consisting of seven (7) members, as provided in CMC 2.66.070(B) below. Members of the City of Chehalis Historic

Preservation Commission shall be appointed by the Mayor and approved by the City Council and shall be residents of the City of Chehalis except as provided in CMC 2.66.070(B)(2) below.

B. Composition of the Commission

1. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgement.

2. The commission shall try to include at least three (3) professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, American studies, law, real estate, construction, or related disciplines. Two (2) positions shall be citizens at large with preference given to property owners with ownership of an historic structure.

The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the City of Chehalis represented by the City Manager, and the State Historic Preservation Officer on behalf of the State. Furthermore, exception to the residency requirement of commission members may be granted by the Mayor and City Council in order to obtain representatives from these disciplines.

3. In making appointments, the city council may consider names submitted from any source, which shall notify history- and development- related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.

C. Terms

Appointments for new terms shall be made for a three (3) year term. Vacancies shall be filled by the City Council for the balance of an unexpired term in the same manner as the original appointment.

D. Powers and Duties

The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the Chehalis historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city's history and historic resources; and to serve as the primary resource in matters of history, historic planning, and preservation.

In carrying out these responsibilities, the Historic Preservation Commission shall engage in the following:

1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City of Chehalis and known as the City of Chehalis Historic Inventory and publicize and periodically update inventory results. Properties listed on the inventory shall be recorded on official zoning records with an "HI" (for historic inventory designation). This designation shall not change or modify the underlying zone classification.

2. Maintain the Chehalis Register of Historic Places. This official register shall be compiled of buildings, structures, sites, objects, and districts identified by the commission as having historic

significance worthy of recognition and protection by the City of Chehalis and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties.

3. Review nominations to the Chehalis Register of Historic Places according to criteria in CMC 2.66.090 of this ordinance and adopt standards in its rules to be used to guide this review make a recommendation to the City Council for placement on the Chehalis Register of Historic Places.

4. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in CMC 2.66.110, adopt standards in its rules to be used to guide this review and make a recommendation to the building official to issue a certificate of appropriateness or waiver.

5. Provide for the review either by the commission or its staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties.

6. Conduct all commission meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation and adopt standards in its rules to guide this action.

7. Participate in, promote, and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources.

8. Establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education, within the City of Chehalis area.

9. Review and advise the City of Chehalis on environmental assessments, land use, housing and development, municipal improvement, and other types of planning and programs undertaken by the city, other neighboring communities, the county, and the state or federal governments, as they relate to historic resources of the city and as required by the Environmental Protection Act (Chapter 43.21C RCW), the Historic Preservation Act (Chapter 27.34 RCW), the Indian Graves and Records Act (Chapter 27.44 RCW), the Rehabilitation Incentive Act (Chapter 84.29 RCW) and other historic conservation legislation.

10. Advise the City Council generally on matters of Chehalis history and historic preservation.

11. Perform other related functions assigned to the Commission by the Chehalis City Council.

12. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.

13. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.

14. Be informed about and provide information to the public and Chehalis city departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.

15. Review nominations to the State and National Registers of Historic Places and make a recommendation for approval or denial.

16. Investigate and report to the Chehalis City Council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the City of Chehalis.

17. Serve as the local review board for Special Valuation and:

a) Make determination concerning the eligibility of historic properties for special valuation;

b) Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance:

c) Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254 20 070(2);

d) Make recommendation to City Council to approve or deny applications for special valuation;

e) Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10-year special valuation period; and

f) Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW.

18. The commission shall adopt rules of procedure to address items 3, 4, 6, and 17 inclusive.

E. Compensation

All members of the commission shall serve without compensation.

F. Rules and Officers

The commission shall establish and adopt its own rules of procedure and shall select from among its membership a chairperson and such other officers as may be necessary to conduct the commission's business.

G. Commission Staff

Commission and professional staff assistance shall be provided by the City of Chehalis or other qualified professional as identified by the Council with additional assistance and information to be provided by other City of Chehalis departments as may be necessary to aid the commission in carrying out its duties and responsibilities under this ordinance.

CMC 2.66.090 Chehalis Register of Historic Places

A. Criteria for Determining Designation in the Register

Any building, structure, site, object, or district may be designated for inclusion in the Chehalis Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories.

1. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history.

2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.

3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art.

4. Exemplifies or reflects special elements of the Chehalis' cultural, special, economic, political, aesthetic, engineering, or architectural history.

5. Is associated with the lives of persons significant in national, state, or local history.

6. Has yielded or may be likely to yield important archaeological information related to history or prehistory.

7. Is a building or structure removed from its original location, but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.

8. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person.

9. Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns.

10. Is a reconstructed building that has been executed in an historically accurate manner on the original site.

11. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

B. Process for Designating Properties or Districts to the Chehalis Register of Historic Places

1. Only property owners may nominate a building, district, or place for nomination to the Chehalis Register of Historic Places. Members of the public, elected officials, or appointed commissioners may nominate a city owned building or place for inclusion on the Chehalis Register of Historic Places. In its designation decision, the commission shall consider the City of Chehalis Comprehensive Plan.

2. In the case of individual properties, the designation shall include the UTM reference and all features—interior and exterior—and outbuildings that contribute to its designation.

3. In the case of districts, the designation shall include description of the boundaries of the district; the characteristics of the district justifying its designation; and a list of all properties including features, structures, sites, and objects contributing to the designation of the district.

4. The Historic Preservation Commission shall consider the merits of the nomination, according to the criteria in CMC 2.66.090(A) and according to the nomination review standards established in rules, at a public meeting. Adequate notice will be given to the public, the owner(s) and the authors of the nomination, if different, and lessees, if any, of the subject property prior to the public meeting according to standards for public meetings established in rules and in compliance with Chapter 42.30 RCW, Open Public Meetings Act. Such notice shall include publication in a newspaper of general circulation in Lewis County and any other form of notification deemed appropriate by The City of Chehalis. If the commission

finds that the nominated property is eligible for the Chehalis Register of Historic Places, the commission make recommendation to the Chehalis City Council to place the building, district, or site in the Chehalis Register of Historic Places and that the property be listed in the Register with the property owner's consent. In the case of historic districts, the commission shall consider a simple majority to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in rules. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing.

5. Properties listed on the Chehalis Register of Historic Places shall be recorded on official zoning records with an "HR" (for Historic Register) designation. This designation shall not change or modify the underlying zone classification.

C. Removal of Properties from the Register

In the event that any property is no longer deemed appropriate for designation to the Chehalis Register of Historic Places, the commission may initiate removal from such designation by the same procedure as provided for in establishing the designation, CMC 2.66.110(B) A property may be removed from the Chehalis Register of Historic Places by the City Council with a recommendation from the Historic Preservation Commission and without the owner's consent.

D. Effects of Listing on the Register

1. Listing on the Chehalis Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to an historic district.

2. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures defined in CMC 2.66.050(Q) the owner must request and receive a Certificate of Appropriateness from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.

3. Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a Certificate of Appropriateness.

4. As a Certified Local Government (CLG) the City's buildings, districts, or sites may be listed on the Chehalis Register of Historic Places may be eligible for Special Tax Valuation on their rehabilitation.

2.66.110 REVIEW OF CHANGES TO CHEHALIS REGISTER OF HISTORIC PLACES PROPERTIES

A. Review Required

No person shall change the use, construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing property on the Chehalis Register of Historic Places or within an historic district on the Chehalis Register of Historic Places without review by the commission and without receipt of a Certificate of Appropriateness, or in the case of demolition, a waiver, as a result of the review.

The review shall apply to all features of the property, interior and exterior, that contribute to its designation and are listed on the nomination form. Information required by the commission to review the proposed changes are established in rules.

B. Exemptions

The following activities do not require a Certificate of Appropriateness or review by the Commission: ordinary repair and maintenance—which includes painting—or emergency measures defined in CMC 2.66.050.

C. Review Process

1. Requests for Review and Issuance of a Certificate of Appropriateness or Waiver

The building or zoning official shall report any application for a permit to work on a designated building, district, or site found on the Chehalis Register of Historic Places Register property historic district to the commission. If the activity is not exempt from review, the commission or professional staff shall notify the applicant of the review requirements. The building or zoning official shall not issue any such permit until a Certificate of Appropriateness or a waiver is received from the commission but shall work with the commission in considering building and fire code requirements.

2. Commission Review

The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the commission for a review of proposed changes on a Chehalis Register of Historic Places property or within a Chehalis Register of Historic Places historic district and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the commission established in its rules for the proper review of the proposed project.

The commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission. The commission shall complete its review and make its recommendations within thirty (30) calendar days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time.

The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a Certificate of Appropriateness shall be awarded by the commission according to standards established in the commission's rules.

The commission's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the building or zoning official.

3. Demolition

A waiver of the Certificate of Appropriateness is required before a permit may be issued to allow whole or partial demolition of a designated Chehalis Register of Historic Places property or in a historic district. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and request a waiver. The applicant shall meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 calendar days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternative to demolition has been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the waiver of a Certificate of Appropriateness. Conditions in the case of granting a demolition permit may include allowing the commission up to 45

additional calendar days to develop alternatives to demolition. When issuing a waiver the board may require the owner to mitigate the loss of the Chehalis Register of Historic Places property by means determined by the commission at the meeting. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. After the property is demolished, the commission shall initiate removal of the property from the register.

4. Appeal of Approval or Denial of a Waiver of a Certificate of Appropriateness.

The commission's decision regarding a waiver of a Certificate of Appropriateness may be appealed to the Chehalis Council within ten days. The appeal must state the grounds upon which the appeal is based.

The appeal shall be reviewed by the council only on the records of the commission. Appeal of Council's decision regarding a waiver of a Certificate of Appropriateness may be appealed to Superior Court.

CMC 2.66.120 Review and Monitoring of Properties for Special Property Tax Valuation

A. Timelines

1. Applications shall be forwarded to the commission by the assessor within 10 calendar days of filing.

2. Applications shall be reviewed by the commission before December 31 of the calendar year in which the application is made, unless received within seven (7) days prior to the December meeting.

3. Commission will make a recommendation to the City Council regarding approval or denial of application.

4. Staff shall ensure the application is scheduled for the next available regular City Council meeting for review and determination.

5. City Council decisions regarding the applications shall be certified in writing and filed with the assessor within ten (10) calendar days of issuance.

B. Procedure

1. The assessor forwards the application(s) to the commission.

2. The commission reviews the application(s), consistent with its rules of procedure, and determines if the application(s) are complete and if the properties meet the criteria set forth in WAC 254 20 070(1) and listed in CMC 2.66.070 of this ordinance.

a. If the commission finds the properties meet all the criteria, then the commission makes a recommendation of approval to the City Council.

b. If the Council determines the application is approved, staff shall coordinate, on behalf of the City of Chehalis, entering into an Historic Preservation Special Valuation Agreement (set forth in WAC 254 20 120 and in CMC 2.66.120(D) of this ordinance) with the owner. Upon execution of the agreement between the owner and the City, the Council approves the application(s).

b. If the commission determines the properties do not meet all the criteria, then it shall deny the application(s).

3. The commission certifies its decisions in writing and states the facts upon which the approvals or denials are based and files copies of the certifications with the assessor.

4. For approved applications:

a. The commission forwards copies of the agreements, applications, and supporting documentation (as required by WAC 254 20 090 (4) and identified in 2.66.120(C) of this ordinance) to the assessor,

b. Notifies the state review board that the properties have been approved for special valuation, and

c. Monitors the properties for continued compliance with the agreements throughout the 10-year special valuation period.

5. The commission determines, in a manner consistent with its rules of procedure, whether or not properties are disqualified from special valuation either because of

a. The owner's failure to comply with the terms of the agreement or

b. Because of a loss of historic value resulting from physical changes to the building or site.

6. For disqualified properties, in the event that the commission concludes that a property is no longer qualified for special valuation, the commission shall notify the owner, assessor, and state review board in writing and state the facts supporting its findings.

C. Criteria

1. Historic Property Criteria:

As a Certified Local Government (CLG), the class of property eligible to apply for Special Valuation in the City of Chehalis means only buildings, districts, or sites listed on the Chehalis Register of Historic Places or properties certified as contributing to a Chehalis Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

2. Application Criteria:

Complete applications shall consist of the following documentation:

a. A legal description of the historic property,

b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation,

c. Architectural plans or other legible drawings depicting the completed rehabilitation work, and

d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the commission upon request, and

e. For properties located within historic districts, in addition to the standard application documentation, a statement from the secretary of the interior or appropriate local official, as specified in

local administrative rules or by the local government, indicating the property is a certified historic structure is required.

3. Property Review Criteria:

In its review the commission shall determine if the properties meet all the following criteria:

- a. The property is historic property;
- b. The property is included within a class of historic property determined eligible for Special Valuation by the City of Chehalis under CMC 2.66.120(C) of this ordinance;
- c. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within twenty four months prior to the date of application; and
- d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (WAC 254 20 100(1)).

4. Rehabilitation and Maintenance Criteria:

The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254 20 100 shall be used by the commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

D. Agreement:

The historic preservation special valuation agreement in WAC 254 20 120 shall be used by the city as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).

E. Appeals:

Any decision of the Historic Preservation Commission or City Council on any application for classification as historic property, eligible for special valuation, may be appealed to the Hearings Examiner. Any decision by the Hearings Examiner may be appealed to Superior Court under Chapter 34.05.510-34.05.598 RCW in addition to any other remedy of law.

Section 2. If any section, sentence, clause or phrase of this Ordinance shall be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. The effective date of this Ordinance shall be the _____ day of _____, 2024.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this _____ day of _____, 2024.

Mayor

Attest:

City Clerk

Approve as to form:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Adam Fulbright, Fire Chief

MEETING OF: June 10, 2024

SUBJECT: Resolution No. 11-2024, Interlocal Agreement with RFA (Riverside Fire Authority) for Temporary Use of Rolling Stock

INTRODUCTION

The City of Chehalis Fire Department and Riverside Fire Authority mutually agree that at times agencies experiences catastrophic failure in apparatus and find a need to temporarily borrow rolling stock from one another to ensure the ability to continue serving the community.

DISCUSSION

Staff are presenting the attached ILA with Riverside Fire Authority due to the current state and age of the Fire Department’s emergency vehicle fleet. Currently the department is operationally using the 2005 North Star Ambulance (19 years of age), 1993 Western States Engine (31 years of age), and a 2004 Pierce Engine (20 years of age). Over the past year the department has experienced multiple breakdowns and a lack of available resources to serve our community. Staff are confident the ILA with Riverside Fire Authority is paramount to ensure continued service of the community’s needs, while solving the challenges of replacing and updating essential services.

FISCAL IMPACT

While borrowing apparatus from River Side Fire Authority to maintain emergency services to the community, the City of Chehalis shall be responsible for maintaining loaned equipment in same condition as when the apparatus is received to Chehalis Fire. Departmental staff shall ensure staff is adequately trained to maintain and utilize loaned apparatus, and that the city insurance coverage includes the loaned apparatus.

RECOMMENDATION

It is recommended the City Council approve Resolution No. 11-2024 authorizing the Interlocal Agreement for the temporary use of rolling stock between the City of Chehalis and Riverside Fire Authority.

SUGGESTED MOTION

I move the City Council approve Resolution No. 11-2024 authorizing the Interlocal Agreement between the City of Chehalis and Riverside Fire Authority for the temporary use of rolling stock as identified in the attached agreement.

RESOLUTION NO. 11-2024

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH RIVERSIDE FIRE AUTHORITY FOR TEMPORARY USE OF ROLLING STOCK.

WHEREAS, fire protection districts may enter into and perform any and all necessary contracts, pursuant to RCW 52.12.021 and cities may enter into any necessary contracts.

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW, provides for interlocal cooperation between such public municipal agencies.

WHEREAS, at various times, due to circumstances out of either Party’s control, one Party to this Agreement may need to borrow rolling stock (fire engines, ambulances, etc.) from the other Party on a temporary basis, and;

WHEREAS, cooperation between the Parties to temporarily loan, when possible, rolling stock between themselves enhances each Party’s ability to provide emergency medical and fire response services.

NOW, THEREFORE, IT BE RESOLVED by the City Council of the City of **Chehalis**, the City Manager is authorized to execute the interlocal agreement with the Riverside Fire Authority.

PASSED by the City Council of Chehalis, Washington, and approved by its Mayor this 10 day of June 2024.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

INTERLOCAL AGREEMENT FOR TEMPORARY USE OF ROLLING STOCK

THIS AGREEMENT is made between Riverside Fire Authority (“RFA”) and the City of Chehalis (“City”), both of which are Washington municipal agencies organized under Title 52 RCW. The RFA and the City may be referred to as a “Party” to this Agreement and collectively as the “Parties.”

WHEREAS, fire protection districts may enter into and perform any and all necessary contracts, pursuant to RCW 52.12.021 and cities may enter into any necessary contracts.

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW, provides for interlocal cooperation between such public municipal agencies;

WHEREAS, at various times, due to circumstances out of either Party’s control, one Party to this Agreement may need to borrow rolling stock (fire engines, ambulances, etc.) from the other Party on a temporary basis, and;

WHEREAS, cooperation between the Parties to temporarily loan, when possible, rolling stock between themselves enhances each Party’s ability to provide emergency medical and fire response services.

NOW, THEREFORE, in exchange for the mutual promises contained herein, and other good and valuable consideration, the Parties agree as follows:

1. PURPOSE: The purpose of this Agreement is to authorize and establish terms and conditions under which one Party may borrow rolling stock from another Party on a temporary basis as circumstances may warrant.
2. ADMINISTRATION: No new or separate legal or administrative entity is created to administer the provisions of this Agreement. This Agreement shall be administered by the Fire Chief of the RFA and the administrative head of the City or designee.
3. SCOPE: This Agreement shall allow the following activities:
 - A. If either Party determines it needs to temporarily borrow rolling stock (the “Borrowing Party”) from the other Party (the “Lending Party”), they may request the same from the Lending Party.
 - B. The Lending Party shall respond to any request from the Borrowing Party in a reasonable amount of time after receiving the request.

- C. The Lending Party shall be under no obligation to loan any rolling stock to the Borrowing Party by virtue of this Agreement.
 - D. If the Lending Party loans rolling stock to the Borrowing Party, the Borrowing Party shall return the rolling stock to Lending Party upon a mutually agreeable date or upon demand from the Lending Party, whichever is sooner.
 - E. The Parties agree that the Borrowing Party shall keep all rolling stock in as good of condition as it was upon delivery from the Lending Party, reasonable wear and tear excepted.
 - F. The Parties shall ensure that all drivers of any loaned rolling stock shall become and remain qualified, adequately trained, and shall retain their driving privileges at all times that they operate the loaned rolling stock.
 - G. Each Party shall at all times be responsible for the cost of insurance and maintenance for its rolling stock, regardless of whether such rolling stock is or has been loaned to the other Party.
 - H. The Borrowing Party shall amend its insurance coverage to include the rolling stock loaned by the Lending Agency during the performance of this Agreement.
 - I. The Lending Agency may demand the return of its loaned rolling stock within 5 calendar days' written notice.
4. TERM OF AGREEMENT – TERMINATION: This Agreement shall be in full force and effect upon the last-dated signature below and shall continue at the convenience at the parties. Either Party may terminate this Agreement at any time by providing thirty (30) days advance written notice to the other Party, in which case all previously loaned rolling stock shall be returned no later than the termination date.
5. SEPARATE PROPERTY: This Agreement does not create a separate legal or administrative entity and does not require a joint board. No real or personal property will be jointly acquired pursuant to this Agreement. All equipment purchased or acquired by a Party to this Agreement and used in common, for purposes of this Agreement, shall be retained by the purchasing Party upon withdrawal from this Agreement.
6. RECORDING: Pursuant to RCW 39.34.040, this Agreement shall be listed by subject on the website of each party.

7. CONTACTS FOR THIS AGREEMENT: The Fire Chief of the RFA and the administrative head of the City or designee shall administer this Agreement and shall be the respective contacts for any issues relating to this Agreement.
8. NO THIRD-PARTY BENEFICIARIES: This Agreement shall not be construed to benefit any third-party or otherwise limit the application or protection of the “Public Duty Doctrine” to the District or the Agency. This agreement shall be governed by Washington law.
9. AMENDMENT: No modification, termination, or amendment of this Agreement may be made except by written agreement signed by all Parties, except as provided herein. This Agreement merges and supersedes all prior negotiations, representations and oral or written agreements between the parties hereto relating to the subject matter hereof and constitutes the entire Agreement between the parties.
10. HOLD HARMLESS. Each Party agrees to defend, indemnify and to hold harmless the other Party, from all claims, loss or damage, including costs and reasonable attorney fees, resulting from the indemnifying Party’s negligence and from actions or omissions that are solely attributable to any employee, official, or agent of such Party, including but not limited to the loss or damage of any nature arising from provision of law enforcement, fire, or emergency medical services. No Party to this agreement shall be deemed an agent of any other Party to this agreement.
11. WAIVER: No failure by any of the foregoing Parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or any other covenant, agreement, term or condition. Any Party hereto, by notice, and only by notice as provided herein may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation or covenant of any other Party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.
12. CAPTIONS: The captions of this Agreement are for convenience and reference only and in no way define, limit, or describe the scope or intent of this Agreement.
13. SEVERABILITY: In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement

shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

- 14. NEUTRAL AUTHORSHIP: Each of the provisions of this Agreement has been reviewed and negotiated and represents the combined work product of all Parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the Party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

- 15. VENUE. The venue for any action arising out of this Agreement shall be Lewis County Superior Court. The prevailing party in any litigation shall be entitled to recovery of reasonable attorney fees and costs.

- 16. NOTICE. Any notice required under this Agreement may be by electronic mail to the administrators of the Agreement set forth under Section 2 herein, to the last-known government email address of the applicable administrators.

DATED this 22 day of March, 2024.

RIVERSIDE FIRE AUTHORITY



Commissioner



Commissioner



Commissioner



Commissioner

Commissioner

DATED this __ day of _____, 2024.

CITY OF CHEHALIS

Council Member

Council Member

Council Member

Council Member

Council Member

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Lance Bunker, Public Works Director
Celest Wilder, Capital Improvement Project Manager

MEETING OF: June 10, 2024

SUBJECT: Bid Award – National Avenue Resurfacing Project, Phase II

ISSUE

Bids have been received for Phase II of the National Avenue Grind and Inlay project. The results of the bidding and a recommendation to award a contract have been prepared for City Council’s consideration.

DISCUSSION

The National Avenue Resurfacing, Phase II, Project is a grind and inlay of North National Avenue from Chamber Way to NE Washington Avenue. The bid request was advertised on May 9, 2024 and May 16, 2024 and closed on May 23, 2024 at 10:00 am/pm. Three (3) bids were submitted, opened, and read publicly for the above referenced project. The low bid was submitted by Lakeside Industries, Inc. of Centralia, Washington in the amount of \$388,838.00, including Washington State sales tax.

The total bids from all submissions for this project ranged from \$388,838.00 to \$546,225.00. Please see the attached bidder’s tabulation. The overall Engineer estimate for the project was \$567,250.00. Gibbs & Olson reviewed the bids and found that Lakeside Industries, LLC, correctly completed the required forms included in the bid package. Gibbs & Olson recommends the City of Chehalis award a contract in the amount of \$388,838.00 to Lakeside Industries, LLC, Centralia, Washington, for the National Avenue Resurfacing Project, Phase II.

Three bids were received for the project as shown in the following table:

Bidder	Amount
Lakeside Industries	\$388,838.00
Granite Construction	\$508,230.00
Miles Resources	\$546,225.00

Lakeside Industries has met the qualifications needed to be able to complete the job and is the lowest bidder, with a bid \$179,012.00 lower than the engineer’s estimate (\$567,250.00 provided by Gibbs & Olson Engineering). The Project Engineer, Kyle Busby, P.E., of Gibbs & Olson, and the administration recommend Lakeside Industries be awarded the contract to complete the work.

FISCAL IMPACT

The City received a Transportation Improvement Board (TIB) grant, which requires a 10% local match. Based on the low bid of \$388,838.00, the grant will pay \$340,954.20 (90%) and the City's portion of the construction costs will be \$38,883.80. Included in the City's portion of costs is \$10,000.00 for minor changes.

The grant match is to be funded by the Transportation Benefit District Fund (TBD).

It is also recommended that the construction budget include a 20% contingency (\$77,768.00) to address potential issues that may come up in the field during construction. With the recommended contingency, the total cost would be authorized for a not-to-exceed budget of \$466,606.00 (rounded to \$466,600.00)

RECOMMENDATION

It is recommended that City Council:

- Award the National Avenue Grind and Inlay Phase II project to Lakeside Industries, in the amount of \$388,838.00.
- Authorized a 20% contingency budget of \$44,767.60.
- Authorize the City Manager to execute all project related documents, including change order, not to exceed a total project cost of \$466,600.00.

SUGGESTED MOTION

Move to:

- Award the National Avenue Grind and Inlay Phase II project to Lakeside Industries in the amount of \$388,838.00.
- Authorize a 20% contingency budget of \$77,768.00.
- Authorize the City Manager to execute all project related documents, including change orders, not to exceed a total project cost of \$466,600.00.

Bid Tabulation
City of Chehalis
2024 National Avenue Overlay
Bid Opening Date: May 23, 2024
0155.1089



Item No.	Item	Qty	Unit	Engineer's Estimate		Lakeside Industries		Granite Construction Co		Miles Resources	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Minor Changes	1	CALC	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	SPCC Plan	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 168.00	\$ 168.00	\$ 250.00	\$ 250.00	\$ 750.00	\$ 750.00
3	Mobilization	1	LS	\$ 74,000.00	\$ 74,000.00	\$ 27,000.00	\$ 27,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
4	Project Temporary Traffic Control	1	LS	\$ 98,000.00	\$ 98,000.00	\$ 30,000.00	\$ 30,000.00	\$ 79,000.00	\$ 79,000.00	\$ 53,000.00	\$ 53,000.00
5	Crushed Surfacing Top Course	50	TN	\$ 50.00	\$ 2,500.00	\$ 90.00	\$ 4,500.00	\$ 90.00	\$ 4,500.00	\$ 105.00	\$ 5,250.00
6	Planing Bituminous Pavement	14,200	SY	\$ 4.00	\$ 56,800.00	\$ 4.25	\$ 60,350.00	\$ 2.00	\$ 28,400.00	\$ 4.00	\$ 56,800.00
7	HMA CL. 1/2 IN. PG 58H-22	1,700	TN	\$ 130.00	\$ 221,000.00	\$ 106.00	\$ 180,200.00	\$ 140.00	\$ 238,000.00	\$ 138.00	\$ 234,600.00
8	Adjust Catch Basin	11	EA	\$ 800.00	\$ 8,800.00	\$ 90.00	\$ 990.00	\$ 1,100.00	\$ 12,100.00	\$ 1,250.00	\$ 13,750.00
9	Adjust Manhole	4	EA	\$ 1,000.00	\$ 4,000.00	\$ 88.00	\$ 352.00	\$ 1,600.00	\$ 6,400.00	\$ 1,250.00	\$ 5,000.00
10	Adjust Valve Box	6	EA	\$ 900.00	\$ 5,400.00	\$ 88.00	\$ 528.00	\$ 700.00	\$ 4,200.00	\$ 1,000.00	\$ 6,000.00
11	Erosion Control and Water Pollution Prevention	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00	\$ 10,000.00	\$ 10,000.00
12	Raised Pavement Marker Type 2	3	HUND	\$ 1,500.00	\$ 4,500.00	\$ 1,500.00	\$ 4,500.00	\$ 800.00	\$ 2,400.00	\$ 1,750.00	\$ 5,250.00
13	Traffic Signal Detection Reinstallation	6	EA	\$ 2,700.00	\$ 16,200.00	\$ 1,900.00	\$ 11,400.00	\$ 1,900.00	\$ 11,400.00	\$ 3,700.00	\$ 22,200.00
14	Permanent Signing	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00	\$ 5,300.00	\$ 5,300.00	\$ 5,500.00	\$ 5,500.00
15	Plastic Line	12,000	LF	\$ 4.00	\$ 48,000.00	\$ 3.00	\$ 36,000.00	\$ 3.00	\$ 36,000.00	\$ 3.10	\$ 37,200.00
16	Plastic Wide Lane Line	570	LF	\$ 5.00	\$ 2,850.00	\$ 8.00	\$ 4,560.00	\$ 8.00	\$ 4,560.00	\$ 8.50	\$ 4,845.00
17	Plastic Stop Line	60	LF	\$ 15.00	\$ 900.00	\$ 33.00	\$ 1,980.00	\$ 31.00	\$ 1,860.00	\$ 34.50	\$ 2,070.00
18	Plastic Crosswalk Line	260	SF	\$ 15.00	\$ 3,900.00	\$ 22.00	\$ 5,720.00	\$ 21.00	\$ 5,460.00	\$ 23.00	\$ 5,980.00
19	Plastic Traffic Arrow	10	EA	\$ 100.00	\$ 1,000.00	\$ 330.00	\$ 3,300.00	\$ 300.00	\$ 3,000.00	\$ 345.00	\$ 3,450.00
20	Paint Line	140	LF	\$ 5.00	\$ 700.00	\$ 11.00	\$ 1,540.00	\$ 10.00	\$ 1,400.00	\$ 12.00	\$ 1,680.00
21	Plastic Traffic Letter	10	EA	\$ 170.00	\$ 1,700.00	\$ 275.00	\$ 2,750.00	\$ 250.00	\$ 2,500.00	\$ 290.00	\$ 2,900.00
Total					\$ 567,250.00		\$ 388,838.00		\$ 508,230.00		\$ 546,225.00



May 29, 2024

Interim City Manager, Lance Bunker
City of Chehalis
350 North Market Blvd.
Chehalis, WA 98532

RE: 2024 National Avenue Overlay TIB #3-W-193(006)-1
Construction Contract Award Recommendation

Dear Interim City Manager Bunker:

On May 23, 2024 at 10:00 am, three bids were opened and publicly read for the above referenced project. The low bid was submitted by Lakeside Industries, Inc. of Centralia, Washington in the amount of \$388,838.00. The total bids for ranged from \$388,838.00 to \$546,225.00 and the Engineer's estimate for the project was \$567,250.00. Please see the attached bidder's tabulation.

Gibbs & Olson reviewed the bids and found that Lakeside Industries, Inc. correctly completed the required forms included in the Bid Package. Gibbs & Olson has verified that Lakeside Industries, Inc. has an active contractor's license and has no summons or complaints against them.

Gibbs & Olson recommends that the City of Chehalis award a contract in the amount of \$388,838.00 to Lakeside Industries, Inc. of Centralia, Washington for the 2024 National Avenue Overlay project. Concurrence has been received from the Transportation Improvement Board. We also recommend that you consult with your attorney to verify concurrence with Gibbs & Olson's recommendation for the contract award.

Please contact me at your convenience if you have any questions regarding the above information or Gibbs & Olson's recommendation.

Sincerely,

Kyle Busby, PE
Project Manager

Attachment: Bid Tabulation
File: 0155.1089

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Adam Fulbright, Fire Chief

MEETING OF: June 10, 2024

SUBJECT: Consider Application for WA State Treasurer Local Program to Fund the Purchase of a Braun Ambulance and a Rosenbauer Engine

COUNCIL STRATEGIC INITIATIVE ADDRESSED

Enhance and modernize technology for staff and community safety.

ISSUE

City staff seeks City Council consent to apply for WA State Treasurer local program to acquire funding for the procurement of an Ambulance at \$450,000.00 and the procurement of a Rosenbauer Engine for 1,200,000.00.

DISCUSSION

Emergency vehicles are the essential tools of Fire and EMS services, enabling us to respond swiftly and affectively to emergencies. However, as our community continues to grow and evolve, so do the demands placed on our emergency services and responders. The need to acquire and upgrade our Ambulance and Engines are paramount to the safety of our community.

Ambulance:

Our current Ambulance is a 2005 North Star (19 years of age) that has an electrical issue that mechanics have not been able to identify and or repair, leaving the dependability of this ambulance to chance and prone to sudden and frequent breakdowns during critical moments. In fact, this Ambulance has broken down at least five times in the last 12 months, for several days at a time. Leaving us without an Ambulance to service our citizens in their time of need and or a significant delay in care and transport due to the need of requesting mutual aid from other agencies.

An ambulance has a service life of approximately 5 to 7 years. Our Ambulance was scheduled to be replaced in 2024 and has been remounted once already. Chehalis Fire Department has attempted to replace this unit through federal grants the last two years with no success.

Fire Engine:

Our reserve engine is a 1993 Western States (31 years of age) Engine with an expected service life of 20 years. This engine was scheduled to be replaced in 2026, unfortunately 8 months ago this reserve engine had a critical failure. The ABS brake system failed and since that failure, we have contacted several EVT (Emergency Vehicle Technicians) to repair this issue, with the results being, the needed parts for repair are no longer available and no one will rebuild the brake system due to the liability. Therefore, I regret to inform you that our reserve Engine will no longer be able to serve the community of Chehalis.

The reserve engine being out of service indefinitely causes great concern with our ability to maintain an effective response to our community's needs. Recently our first due Engine, a 2016 Pierce Engine was out

of service for a couple weeks at Cummins in Puyallup for a head gasket replacement. While the 2016 Engine was out for repair, our Second due Engine a 2004 Pierce (20 -years of age) was in-service as our frontline unit.

On May 28th during the Council meeting our 20-year-old engine also failed, leaving the city without a safe functioning Engine for a period of 5 hours. Luckily, Cummins had just finished repairing the 2016 Pierce and we were able to schedule an emergency pick up at 7pm that night. Thus, getting a reliable engine back in-service by 10pm for the community.

Competitive Bidding:

Following approval of funding through WA State local program, we recommend the city enter an ILA with HGACBuy for cooperative purchasing agreement for the purchase of an Ambulance. Also, the city already has a cooperative purchasing agreement with Sourcewell for the procurement of the Fire Engine through contract # 113021-RSD. In addition, the current state of our Ambulance and Engine also qualifies the City of Chehalis for emergency purchase to replace emergency vehicles, that provides rescue and emergency services to the community, maintaining the health and safety of staff and citizens.

FISCAL IMPACT

On May 17, 2024, the City budget committee reviewed this project and agreed to forward this apparatus need to the Council for discussion.

AMBULANCE

Contractor	Braun NW
Contract Amount	\$341,740.00
Earmarked Funds (ARPA)	\$00.00
Additional Funds Fire Dept	\$108,263.00 (Essential Equipment)
Total	\$450,003.00
BARS #	
Budget Amendment Required?	No

Ambulance build time planning is 500 530 days (18-19 months) days after signing the proposal.

ENGINE

Contractor	General Fire
Contract Amount	\$1,136,000.00
Earmarked Funds (ARPA)	\$00.00
Additional Funds Fire Dept	\$64,000.00 (Essential Equipment)
Total	1,200,000.00
BARS #	
Budget Amendment Required?	no

Engine build time planning 720-780 (24-26 Months) days after signing the proposal.

Purchasing a Rosenbauer Engine through Sourcewell contract will lock in the price of the Engine on the day of signing the agreement. All other vendors will add surcharges throughout the build to recover increased costs over the build period.

State Local Program:

Due to the extended build time for emergency vehicles, we contacted WA State treasurer and spoke with the Local program Administrator. They have confirmed awareness/experience of build times for essential vehicles and informed us that we may apply for the Local Program for approval no later than July 18, 2024, allowing us to place our equipment orders and locking in the current interest rates. Once the vendors are closer to delivery of the ordered apparatus, funding will be provided. Below are the current proposed interest rates and terms for the purchase of a new Ambulance and Fire Engine.

City of Chehalis (Ambulance)

	7 Year Term	
Delivery Date	June 2024	
Project Funds	\$450,000	
All-In Interest Cost	3.10%	4.11%

Payment Date	Debt Service -	
	Current Interest Rates	Debt Service - Pessimistic Scenario
12/1/2024	\$ 10,850	\$ 11,367
6/1/2025	\$ 60,500	\$ 66,000
12/1/2025	\$ 9,250	\$ 9,625
6/1/2026	\$ 64,250	\$ 64,625
12/1/2026	\$ 7,875	\$ 8,250
6/1/2027	\$ 62,875	\$ 68,250
12/1/2027	\$ 6,500	\$ 6,750
6/1/2028	\$ 66,500	\$ 71,750
12/1/2028	\$ 5,000	\$ 5,125
6/1/2029	\$ 70,000	\$ 70,125
12/1/2029	\$ 3,375	\$ 3,500
6/1/2030	\$ 68,375	\$ 73,500
12/1/2030	\$ 1,750	\$ 1,750
6/1/2031	\$ 71,750	\$ 71,750
Total	\$ 508,850.00	\$ 532,366.67

Note: All figures are estimates. Actual rates are determined on the day of sale.

City of Chehalis (Fire Engine)

	10 Year Term					7 Year Term	
Delivery Date	June 2024		Delivery Date	June 2024			
Project Funds	\$1,200,000		Project Funds	\$1,200,000			
All-In Interest Cost	3.18%	4.14%	All-In Interest Cost	3.10%	4.11%		

Payment Date	Debt Service -	
	Current Interest Rates	Debt Service - Pessimistic Scenario
12/1/2024	\$ 28,288	\$ 29,708
6/1/2025	\$ 107,375	\$ 118,750
12/1/2025	\$ 25,375	\$ 26,500
6/1/2026	\$ 120,375	\$ 121,500
12/1/2026	\$ 23,000	\$ 24,125
6/1/2027	\$ 118,000	\$ 124,125
12/1/2027	\$ 20,625	\$ 21,625
6/1/2028	\$ 120,625	\$ 126,625
12/1/2028	\$ 18,125	\$ 19,000
6/1/2029	\$ 123,125	\$ 129,000
12/1/2029	\$ 15,500	\$ 16,250
6/1/2030	\$ 125,500	\$ 131,250
12/1/2030	\$ 12,750	\$ 13,375
6/1/2031	\$ 132,750	\$ 138,375
12/1/2031	\$ 9,750	\$ 10,250
6/1/2032	\$ 134,750	\$ 140,250
12/1/2032	\$ 6,625	\$ 7,000
6/1/2033	\$ 136,625	\$ 142,000
12/1/2033	\$ 3,375	\$ 3,625
6/1/2034	\$ 138,375	\$ 148,625
Total	\$ 1,420,912.50	\$ 1,491,958.33

Payment Date	Debt Service -	
	Current Interest Rates	Debt Service - Pessimistic Scenario
12/1/2024	\$ 28,933	\$ 30,096
6/1/2025	\$ 163,000	\$ 169,125
12/1/2025	\$ 24,625	\$ 25,625
6/1/2026	\$ 169,625	\$ 175,625
12/1/2026	\$ 21,000	\$ 21,875
6/1/2027	\$ 171,000	\$ 181,875
12/1/2027	\$ 17,250	\$ 17,875
6/1/2028	\$ 177,250	\$ 182,875
12/1/2028	\$ 13,250	\$ 13,750
6/1/2029	\$ 183,250	\$ 188,750
12/1/2029	\$ 9,000	\$ 9,375
6/1/2030	\$ 184,000	\$ 194,375
12/1/2030	\$ 4,625	\$ 4,750
6/1/2031	\$ 189,625	\$ 194,750
Total	\$ 1,356,433.33	\$ 1,410,720.83

Note: All figures are estimates. Actual rates are determined on the day of sale.

Upon approval of WA state local program application, city staff will present City Council with recommendation/resolution to award HGABUY contract with Braun NW in the amount not to exceed \$450,000.00 for the Ambulance and Sourcewell contract # 113021-RSD with Rosenbauer in the amount not to exceed \$1,200,000.00 for the Rosenbauer Engine.

RECOMMENDATION

We recommended the City Council authorize the City Manager and staff to apply for WA State Treasure local program for the amount not to exceed 1,650,000.00 to fund the purchase of an Ambulance at \$450,000.00 and a Fire Engine at \$1,200,000.00.

MOTION

I move that the City Council authorize the City Manager to apply for the Washington State Treasurer local program for the amount not to exceed \$1,650,000.00 to fund the purchase an Ambulance at \$450,000.00 and a Fire Engine at \$1,200,000.00.