

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3 Mayor	Kate McDougall, Position at Large No. 1 Kevin Carns, Position at Large No. 2 Robert J. Spahr, Position at Large No. 3	John Six, District 1 Daryl J. Lund, Mayor Pro Tem, District 2 Jody Kyes, District 4
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Regular Meeting of Monday June 24, 2024

5:00 p.m.

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

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| <ol style="list-style-type: none"> 1. <u>Call to Order</u> 2. <u>Pledge of Allegiance</u> 3. <u>Approval of Agenda</u> |
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- | PRESENTATIONS/PROCLAMATIONS |
|---|
| <ol style="list-style-type: none"> 4. <u>Salvation Army Update</u> (Gin Pack) 5. <u>Airport Master Plan Update and Conclusion</u> (Airport Director, Brandon Rakes) 6. <u>Downtown Chehalis Rejuvenation Project Update</u> (HBB Landscape) |

CONSENT CALENDAR	ADMINISTRATION RECOMMENDATION	PAGE
7. <u>Minutes of the Regular Meeting June 10, 2024</u> (City Clerk)	APPROVE	1
8. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$1,382,323.23</u> (Finance Director)	APPROVE	5
9. <u>West Main Street Grind & Inlay Phase II – Acceptance of Project as Complete</u> (Capital Improvement Project Manager)	APPROVE	7
10. <u>North National Avenue Resurfacing Staples to Chamber Way-Acceptance of Project as Complete</u> (Capital Improvement Project Manager)	APPROVE	9

PUBLIC HEARINGS	ADMINISTRATION RECOMMENDATION	PAGE

CITIZENS BUSINESS (PUBLIC COMMENT)

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.

UNFINISHED BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
11. <u>Resolution No. 12-2024, Adopting a Public Participation Plan for 2025 Comprehensive Plan Periodic Update</u> (Community Development Director)	APPROVE	11
12. <u>Acceptance of Approved Loan: Drinking Water State Revolving Fund (DWSRF) Preconstruction Funding for the S Market Blvd Water Main Replacement Project (from SW 11th St to SW 21st St)</u> (Public Works Director)	APPROVE	27
13. <u>Task Order No. 4 with The Aviation Planning Group to Amend the Industrial Site Readiness Grant Scope of Services</u> (Airport Director)	APPROVE	35

ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
<u>Administration Reports</u> <ul style="list-style-type: none"> • City Manager Update • Project Postponement-Financial Software Migration <u>Councilor Reports/Committee Updates</u> (City Council)	INFORMATION ONLY	41

EXECUTIVE SESSION
<u>Pursuant to RCW:</u> <ul style="list-style-type: none"> • 42.30.110 (1)(c)- Minimum Price at Which Real Estate Will Be Offered for Sale/Lease

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

NEXT REGULAR CITY COUNCIL MEETINGS

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

MONDAY, JULY 22, 2024- 5:00 P.M.

Chehalis City Council
Regular Meeting Minutes
June 10, 2024
5:00 p.m.

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

Council Absent: None.

Staff Present: Stacy Denham, City Manager; Kevin Nelson, City Attorney; Lance Bunker, Public Works Director (via Zoom); Niki Stanhope, Finance Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Todd Turner, Water Superintendent; Fritz Beierle, Streets Superintendent; Malissa Paulsen, City Planner/Interim Community Development Director; Justin Phelps, Wastewater Superintendent; Celest Wilder, Capital Improvement Project Manager; Rebecca Gallagher, Administrative Assistant to the City Manager.

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 Carns led the flag salute.

3. Approval of Agenda

A motion was made by Councilor Spahr, seconded by Mayor Ketchum, to approve the agenda as presented. Motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

4. Chehalis Foundation Update

Jenny Collins gave an update regarding the new Lewis County Tennis and Wrestling Facility.

CONSENT CALENDAR

5. Minutes of the Regular City Council Meeting of May 28, 2024

6. Vouchers and Transfers—Accounts Payable in the Amount of \$376,190.22 (Finance Director)

7. Vouchers and Transfers—Payroll in the Amount of \$962,450.83 (Finance Director)

8. **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** (Interim Community Development Director)
9. **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** (Interim Community Development Director)
10. **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** (Interim Community Development Director)
11. **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** (Interim Community Development Director)

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

PUBLIC HEARINGS

None.

CITIZENS BUSINESS

Derek Fine provided public comments about the weaponization of the judicial system.

Mayor Ketchum acknowledged the Council’s receipt of a public comment made by Kyle Wheeler via email regarding the history of extremism enablement by local officials.

Mayor Ketchum acknowledged the Council’s receipt of a public comment made by Dixie Day via post mail regarding the development of the Kennicott Villas apartment homes.

UNFINISHED BUSINESS

12. **Second 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 Mayor Pro Tem Lund to adopt Ordinance No. 1096-B, amending the Chehalis Municipal Code Chapter 2.66 Historic Preservation on second and final reading. The motion carried unanimously.

NEW BUSINESS

13. Resolution No. 11-2024, Interlocal Agreement with Riverside Fire Department for Temporary Use of Rolling Stock (Fire Chief)

Fire Chief Adam Fulbright presented.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to 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. The motion carried unanimously.

14. Bid Award- National Avenue Resurfacing Project, Phase II (Capital Improvement Project Manager)

Capital Improvement Project Manager Celest Wilder presented.

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund 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, and to authorize the City Manager to execute all project related documents, including change orders, not to exceed a total project cost of \$466,600.00. The motion carried unanimously.

15. Consider Application for WA State Treasurer Local Program to Fund the Purchase of a Braun Ambulance and a Rosenbauer Engine (Fire Chief)

Fire Chief Adam Fulbright presented.

A motion was made by Mayor Pro Tem Lund, seconded by Councilor McDougall to 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 of an Ambulance at \$450,000.00 and a Fire Engine at \$1,200,000.00 with a 10-year term of repayment. The motion carried unanimously.

ADMINISTRATION REPORTS

City Manager Update

City Manager Denham thanked the Council for his opportunity to join the City of Chehalis as its new City Manager.

COUNCILOR REPORTS/COMMITTEE UPDATES

Councilor Six reported attendance at the Imagine Chehalis Downtown Event at Mint City Coffee Roasters.

Councilor Spahr attended an online committee meeting.

Mayor Pro Tem Lund thanked City Manager Denham for the work he's done so far for the city.

Councilor McDougall attended the Lewis County Special Olympics Torch Run, a transitional housing meeting, as well as the Imagine Chehalis Downtown Event and an Experience Chehalis promotional meeting.

Councilor Carns expressed interest in following suit of several local governments that have passed resolutions on state-mandated natural gas bans.

Mayor Ketchum attended a Zply Fiber meeting, the Lewis County Special Olympics Torch Run, a WSDOT meeting, the Imagine Chehalis Downtown Event, and he worked with the Chehalis Clean Team to pick up litter and graffiti around the city.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:56 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 24, 2024

SUBJECT: 2024 Vouchers and Transfers – Accounts Payable in the Amount of \$1,382,323.23.

ISSUE

City Council approval is requested for 2024 Vouchers and Transfers dated June 14, 2024.

DISCUSSION

The June 14, 2024, Claim Vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 3728 - 3765, 158 - 159 and Voucher Checks No. 139132 - 139245 in the amount of \$1,382,323.23 dated June 14, 2024, which included the transfer of:

- \$ 230,445.01 from the General Fund
- \$ 33,581.10 from the Street Fund
- \$ 13,974.89 from the Transportation Benefit District Fund
- \$ 1,519.67 from the LEOFF 1 OPEB Reserve Fund
- \$ 3,163.65 from the Federal Advance Grant Control Reserve Fund
- \$ 882,606.68 from the Wastewater Fund
- \$ 29,311.61 from the Water Fund
- \$ 1,465.06 from the Storm & Surface Water Utility Fund
- \$ 159,009.69 from the Airport Fund
- \$ 6,590.95 from the Wastewater Capital Fund
- \$ 6,886.47 from the Water Capital Fund
- \$ 6,886.46 from the Stormwater Capital Fund

- \$ 6,502.99 from the Custodial Court Fund
- \$ 379.00 from the Custodial Other Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3728 - 3765, 158 - 159 and Voucher Checks No. 139132 - 139245 in the amount of \$1,382,323.23 dated June 14, 2024.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3728 - 3765, 158 - 159 and Voucher Checks No. 139132 - 139245 in the amount of \$1,382,323.23 dated June 14, 2024.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Stacy Denham, City Manager
BY: Celest Wilder, Capital Improvement Project Manager
MEETING OF: June 24, 2024
SUBJECT: West Main Street Grind & Inlay Phase II – Acceptance of Project as Complete

ISSUE

All work in association with the West Main Street Improvement Project Phase II is complete. Administration recommends the City Council accept the project as complete so the project closeout process may begin.

DISCUSSION

This Public Works project, originally scheduled to be completed summer of 2022, was initially 90% funded by the Transportation Improvement Board (TIB) and included a 10% Transportation Benefit District (TBD) match, however this project was delayed for construction until 2023. This project included resurfacing the improved roadway of West Main Street from the BNSF property line to Interstate-5 right-of-way.

FISCAL IMPACT

The funds for this project were factored into the 2022 and 2023 fiscal budgets. The dollar amount allocated by the Transportation Improvement Board in 2022 did not increase as a result of the project delay. Because of this, the initial 10% local match requirement was increased to 15.8%. This increase covered the cost difference due to project delay and was funded from the Transportation Benefit District (TBD). At the City Council meeting of May 8, 2023, the Main Street Phase II project was approved to move forward with a total not to exceed budget of \$776,721. The total not to exceed budget was broken down as follows:

Funding Source	Funding Percentage	Funding Amount
Transportation Improvement Board	84.2%	\$586,170
Transportation Benefit District (TBD)	15.8%	\$109,890
TBD Contingency	15%	\$80,661
	Total Budget	\$776,721

Rognlin’s Construction submitted the lowest construction bid at \$537,740.00, and as such was awarded the construction contract. Three pay requests and zero change orders were submitted for this project, these are outlined as follows:

Fund Dispersal Request	Amount
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Pay Request #1	\$154,581.55
Pay Request #2	\$312,291.30
Pay Request #3	\$62,435.00
Engineering Consultant Services	\$138,952.40
Total Dispersed	\$668,520.25

Although the project occurred one year later than anticipated, the final cost of the project decreased by \$108,200.75 to a total of \$688,481.52. The construction portion of this project was \$8,192.15 below the initial base bid by the contractor. The cost is under the budgeted 15% contingency total of \$80,661.

RECOMMENDATION

It is recommended the City Council accept the West Main Street Grind & Inlay Phase II Project as substantially complete and authorize release of the retainage bond after all statutory requirements have been met.

SUGGESTED MOTION

Move to accept the West Main Street Grind & Inlay Phase II Project as complete and authorize release of retainage after all statutory requirements have been met.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Celest Wilder, Capital Improvement Project Manager

MEETING OF: June 24, 2024

SUBJECT: North National Avenue Resurfacing Staples to Chamber Way- Acceptance of Project as Complete

ISSUE

All work in association with the North National Avenue Resurfacing from Staples to Chamber Way is complete. Administration recommends the City Council accept the project as complete so the project closeout process may begin.

DISCUSSION

This Public Works project was completed in the summer of 2022. The project was 90% funded by the Transportation Improvement Board (TIB) and included a 10% Transportation Benefit District (TBD) match. This project included resurfacing the improved roadway of North National Avenue from the North National/Northeast Kresky intersection at Staples, south to just before the intersection at NW Chamber of Commerce Way, where N National splits to go under the Chamber Way Bridge.

FISCAL IMPACT

The funds for this project were factored into the 2022 fiscal budget. At the City Council meeting of July 11, 2022, the Main Street Phase II project was awarded to Lakeside Industries and was approved to move forward with a total not to exceed budget of \$466,600. The budget breakdown is as follows:

Funding Source	Funding Percentage	Funding Amount
Transportation Improvement Board	90%	\$340,954.00
Transportation Benefit District (TBD)	10%	\$47,844.00
TBD Contingency	20%	\$77,767.60
	Total Not To Exceed Budget	Rounded to \$466,600.00

Lakeside Industries submitted the lowest construction bid at \$388,838.00, and as such was awarded the construction contract. Two pay requests and zero change orders were submitted for this project, these are outlined as follows:

Fund Dispersal Request	Amount
Pay Request #1	\$354,032.00
Pay Request #2	\$33,595.30
Total Dispersed	\$387,627.30

The construction portion of this project was completed \$1,171 under funding budget, with no need to utilize contingency dollars.

RECOMMENDATION

It is recommended the City Council accept the North National Avenue Resurfacing Project as substantially complete and authorize release of the retainage bond after all statutory requirements have been met.

SUGGESTED MOTION

Move to accept the North National Overlay Project as complete and authorize release of retainage after all statutory requirements have been met.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Malissa Paulsen, Interim Community Development Director

MEETING OF: June 24, 2024

SUBJECT: Resolution 12-2024 Comprehensive Plan Periodic Update Public Participation Plan

DISCUSSION

The City of Chehalis (the City) is undergoing the periodic update of the Comprehensive Plan. In accordance with Washington’s Growth Management Act (GMA), cities and counties in Washington are required to adopt and regularly update their comprehensive plans and development regulations. The Chehalis Comprehensive Plan is required to be consistent with the GMA and the Lewis County Countywide Planning Policies.

Public engagement is a key component of this periodic update effort. Among other things, the GMA requires early and continuous public participation in the Comprehensive Plan update process (RCW 36.70A.140). This Public Participation Plan (PPP) is intended to guide public outreach efforts throughout the process to ensure early and continuous involvement in decision making. Efforts to encourage participation will continue over the course of the Comprehensive Plan update.

This document outlines the public participation opportunities for the Chehalis Comprehensive Plan update, including engagement methods, timeline, and implementation strategies. This is a working document and may be updated over time as needed to reflect the needs of the community.

The document and all amendments shall be available on the City website.

FISCAL IMPACT

No Fiscal Impact identified.

RECOMMENDATION

The City Council adopt Resolution 12-2024 to formally adopt the 2025 Comprehensive Plan Periodic Update Public Participation Plan, with the understanding that this is a working document and may be updated without adoption or amendment of this original resolution.

SUGGESTED MOTION

Approve and adopt Resolution 12-2024 to formally adopt the 2025 Comprehensive Plan Periodic Update Public Participation Plan.

RESOLUTION NO. 12-2024

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON
ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE 2025 COMPREHENSIVE PLAN
PERIODIC UPDATE.

WHEREAS, the City exercises comprehensive land use planning pursuant to Washington’s Growth Management Act (GMA)(RCW 36.70A), and under the authority of the GMA the City intends to amend the Chehalis Comprehensive Plan and all other applicable and associated plans by June 2025; and

WHEREAS, RCW 36.70A.035 requires reasonable public participation efforts be conducted whenever comprehensive plans or development regulations are amended; and

WHEREAS, the City Council finds that the proposed Public Participation Plan is reasonable calculated to provide notice of the proposed amendments to comprehensive plans and development regulations to property owners and other affects and interested individuals, government agencies, businesses, school district(s), and other organizations, and

WHEREAS, the City Council finds that the proposed Public Participation Plan is intended to broadly disseminate information about the procedures employed to amend the comprehensive plans and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a) and RCW 36.70A.140, and

WHEREAS, the City Council finds that the proposed Public Participation Plan is consistent with the intent and the procedures for amending Chehalis Comprehensive Plan and all other applicable and associated plans as described in the Chehalis Municipal Code.

NOW, THEREFORE, IT BE RESOLVED by the City Council of the City of Chehalis that

The public participation plan attached hereto and incorporated herein as Exhibit A, shall guide the public participation efforts during completion of the 2025 Comprehensive Plan Periodic Update.

ADOPTED this ____ day of _____, 2024, by the City Council of the City of Chehalis, Washington and signed on the same day.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Comprehensive Plan Public Participation Plan

City of Chehalis
Chehalis, Washington

Prepared For:
City of Chehalis

Prepared By:
SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465

May 2024



Comprehensive Plan Public Participation Plan

Project Information

Project: City of Chehalis Comprehensive Plan

Prepared for: City of Chehalis
350 N Market Blvd
Chehalis, WA 98532
360.345.1042

Project Representative

Prepared by: SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465
scjalliance.com

Contact: Rachel Granrath, AICP

Project Reference: SCJ #23-001048

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Introduction

The City of Chehalis (the City) is undergoing the periodic update of the Comprehensive Plan. In accordance with Washington’s Growth Management Act (GMA), cities and counties in Washington are required to adopt and regularly update their comprehensive plans and development regulations. The Chehalis Comprehensive Plan is required to be consistent with the GMA and the Lewis County Countywide Planning Policies.

Often referred to as the “Comp Plan” for short, the plan articulates a series of goals, policies, actions, and standards that are intended to guide local development regulations and the day-to-day decisions of elected officials and local government staff on how the community wishes to grow and develop. The City has hired SCJ Alliance Consulting Services (SCJ) to work alongside City staff and facilitate the Comp Plan update process.

Public engagement is a key component of this periodic update effort. Among other things, the GMA requires early and continuous public participation in the Comprehensive Plan update process (RCW 36.70A.140). This Public Participation Plan (PPP) is intended to guide public outreach efforts throughout the process to ensure early and continuous involvement in decision making. Efforts to encourage participation will continue over the course of the Comprehensive Plan update.

This document outlines the public participation opportunities for the Chehalis Comprehensive Plan update, including engagement methods, timeline, and implementation strategies. This is a working document and may be updated over time as needed to reflect the needs of the community.

Public Participation Plan Goals

The City of Chehalis has the following public participation goals:

Inform residents of the comprehensive plan update, the planning process, and outcomes. Utilize outreach methods to inform residents and property owners of the variety of participation opportunities.

Exchange information by conducting collaborative events that engage in conversation and the exchange of ideas and information. By exchanging information, we can give participants more ownership in the outcomes of the planning processes, leading to community buy-in, a sense of ownership, and higher-quality planning documents.

Be inclusive of a range of perspectives by engaging with residents in unique ways to reach a broader audience and understand their goals, needs, and desires that may be implemented through the comp plan process. The comp plan aims to include communities at risk, vulnerable populations, and groups who have historically been left out of the community planning process. Inclusivity starts with, and is not limited to, lowering barriers of participation by offering food or childcare, translating materials into a variety of languages, and reaching out to groups who have not historically participated.

Diversity and equity, achieved by embracing a variety of perspectives, experiences, backgrounds, and interests in public engagement efforts and while considering comments and feedback.

Be transparent and openly reflect a variety of viewpoints within the community and the City’s process for the development and implementation of the comp plan.

Build support for the comp plan and work with the community of Chehalis, elected officials, and other agencies toward success in implementing its goals, policies, and actions.

This document outlines the public participation opportunities the City of Chehalis will use to develop its Comprehensive Plan, including engagement methods, timeline, and implementation strategy. This is a working document that may be updated to respond to community needs.

Public Participation Plan Messaging

The public participation plan was founded on three messages:

1. The Chehalis Comprehensive plan is the long-range planning policy document that guides the City’s evolution and growth over the next 20 years.
2. The City needs and values community input on the Comprehensive Plan to ensure the vision and goals that guide the plan are consistent with the community’s priorities.
3. The community’s involvement helps ensure that the new plan reflects the needs of the families, neighborhoods, diversity, and the City of Chehalis as a whole.

Communication Channels, Barriers, and Inclusivity

The City of Chehalis is committed to enhancing participation in the Comp Plan update and providing accessible communication opportunities through the removal of language barriers.

There are an estimated 636 Chehalis residents who speak a language other than English at home; approximately 552 people speak Spanish. An estimated 42% of Spanish speakers in Chehalis self-reported that they speak English less than “very well” (2022 American Community Survey [ACS] 5-Year Estimates, C16001), and they self-identify as being between the ages of 18 to 64 and 65 years and over (2022 ACS 5-Year Estimates, B16004). It will likely be beneficial to provide some materials translated into Spanish, and to encourage youth participation in engagement events.

Additionally, there are an estimated 17% of Chehalis residents who self-identify as living with a disability, which includes difficulties with hearing, vision, cognition, mobility, self-care, and independent living (2022 ACS 5-Year Estimates, S1810).

The table on the following page identifies the engagement options for this plan, including anticipated barriers for each, as well as methods to achieve broader inclusivity.

Communication Method	Barrier(s)	Inclusivity Method(s)
Project Website: a central location for status updates, draft documents, meeting schedules, official notices, and feedback/comment portals.	<ul style="list-style-type: none"> • Getting visitors to the website • Reaching non-English speaking residents • Uploading materials in a timely manner • Avoiding static presentations 	<ul style="list-style-type: none"> • Use social media and email lists to direct people to the website • Provide materials in multiple languages • Prepare materials in advance for publishing and public distribution

		<ul style="list-style-type: none"> • Inform participants of survey results/project progress • Display information in multiple formats (images, charts, graphs, videos, etc.)
Social Media: a platform to share public events, survey links, and other participation opportunities.	<ul style="list-style-type: none"> • Posting and noticing in a timely manner • Creating posts that appeal to a wide audience • Reaching non-English speaking residents 	<ul style="list-style-type: none"> • Provide materials in multiple languages • Provide links to surveys and other web-based platforms (e.g., other City social media pages, school district, library, etc.)
Planning Commission and City Council Meetings	<ul style="list-style-type: none"> • Potential for low participation • Engaging non-English speaking residents • May be intimidating/formal settings 	<ul style="list-style-type: none"> • Work with city departments to coordinate agenda topics for clarity and efficiency • Provide materials in multiple languages • Identify opportunities to invite ambassadors from community-based organizations to attend • Encourage youth participation through printed materials • Promote hybrid participation methods
Printed Materials: provide descriptions of the update process and QR codes to access project website and survey(s).	<ul style="list-style-type: none"> • Potential for low participation • Reaching non-English speaking residents 	<ul style="list-style-type: none"> • Provide materials in multiple languages • Use graphics to create visual interest • Identify a variety of outlets for distribution (library, schools, parks, places where people linger)
Community Workshops and/or Open Houses	<ul style="list-style-type: none"> • Engaging non-English speaking participants • Including workers who live outside of the city • Availability of food/childcare • Requires a high level of coordination and communication 	<ul style="list-style-type: none"> • Identify opportunities to add onto events that are already scheduled • Invite ambassadors from businesses and community-based organizations to attend • Encourage youth participation through printed materials • Explore methods for people to participate remotely

Engagement Activities – May 1 to August 30

This section dives deeper into each engagement method, describing the tool or activity, the implementation lead (City or Consultant), what the needs are to implement successfully, how success is defined, the anticipated timeframe for implementation, and relevant resources.

Project Website

The City of Chehalis has set up the [2025 Periodic Comprehensive Plan update](#) page. The project web page allows interested parties to subscribe to the City’s notification list and receive:

- Email updates
- Survey participation requests
- Information on community workshops

Additionally, there is a link to the Planning Commission Calendar and Agendas page, where residents can find information on public meetings and other ways to get involved in the process.

Printed Materials

Printed materials will be translated into Spanish, and can include:

Packets will be prepared for distribution to public schools, which will include flyers for students to take home to their families and a QR code for a youth-focused survey.

- Outreach posters at places people gather, linger, and socialize, such as the library, parks, City Hall, grocery stores, coffee shops, etc.
- Packets to be distributed to public schools, with flyers for students to take home for the families, access to a youth-focused survey, and other materials that could be facilitated by teachers and returned to the city.

Tribal Engagement

Per [native-land.ca](#), contact Cowlitz, Chehalis, Cayuse, Umatilla, and Walla Walla tribal nations to verify. While the existing Chehalis Reservation is not within the boundaries of the City of Chehalis or the UGA, members of the [Chehalis Tribe](#) living off-reservation may be residents of the city.

However, based on the [map](#) from the Washington Office of Superintendent of Public Instruction, there are no federally recognized tribal reservations within the current boundaries of Lewis County.

Social Media

Social media will be utilized to broadcast public events, surveys, and other engagement activities. To run a successful social media campaign, materials must be published on time and updated regularly. There should be regularly scheduled posts leading up to events, and each post should include a clickable image that redirects people to the website or event link. Comments or responses to social media posts should be compiled and delivered to the consultant team regularly. Social media posts will correspond with the

event dates as they are scheduled. The City of Chehalis has several departmental Facebook pages and other websites to distribute information to residents.

- The Chronicle
- City website
- Parks Department Facebook page
- Fire Department Facebook page
- Lewis County Happenings Facebook page
- Chehalis Timberland Library

Surveys – May 27 to July 12

There will be two surveys throughout the engagement window. One will be distributed through the school district to gather youth feedback, and the other will collect information from the general public on various elements of the comprehensive plan.

Citywide Comp Plan Events

The Comp Plan update process will include several citywide events that will inform residents of the update process and collect feedback on the plan. As the City is hosting engagement efforts for the Downtown Plan at the same time, Comprehensive Plan engagement will add on as feasible to reduce the level of effort by city staff.

- Citywide event 1: Downtown Rejuvenation Project Open House – **June 4, 5:30-7:30 pm at Mint City Coffee Roasters**
 - Interactive dot boards to explore options for middle housing locations in the city.
- Citywide event 2: Chehalis Fest – **July 27, time TBD**
 - Location TBD, either [Hess Kitchen](#) or booth with vendors downtown
 - Interactive dot boards:
 - One focused on transportation, exploring general areas of trip origins and primary/favorite destinations, with a poll to ask about desired transportation methods (walking, rolling, or driving).
 - One focused on vision, asking participants to identify what types of amenities (nature/outdoor recreation, indoor recreation, retail, food, services, infrastructure) they would like to have, and where.
- Citywide event 3: Movies at the Park – **August 25, time TBD**
 - Penny Poll at Penny Park!
 - Activity to identify planning priorities (categories based on the feedback from the previous two events).

There are other events that regularly occur in the city or are already scheduled and could serve as opportunities for the city to engage with gathering groups, depending on staff availability. For example, the coffee meetups organized by Experience Chehalis are informal gatherings that could facilitate accessible conversations about the Comp Plan process and potentially reach a wider audience.

Opportunities and Events

City of Chehalis Events Calendar		
Young Professionals Lewis County (YPLC), non-profit		
Fridays with Friends , casual community meeting	Second Friday of each month 8:30-9:30 am	Basement meeting room of Chehalis City Hall
Coffee Meetups , informal conversation with local business owners	April: 8:30-10:00 am May: 8:30-10:00 am June: 9-10 am July: 8:30-10:00 am *Every Thursday	April: Stout Coffee House May: Shona's Food Company June: Market St Bakery July: Mint City Coffee *Locations rotate monthly
Annual Earth Day Community Clean-Up	Saturday, April 20 10 am to 2 pm	Lewis County Historical Museum *Website says always the Saturday following Earth Day, though https://experiencechehalis.com/ Featured Events section has it scheduled for the Saturday before
Spring Community Garage Sale	Saturday, April 20, all day	SW WA Fairgrounds
Spring Clean-Up Days , free trash and waste disposal	Monday, May 20 Tuesday, May 21 9 am to 6 pm	Chehalis Eagles parking lot Stan Hedwall Park The former Cascade School parking lot
Community Farmers Market	Every Tuesday 11 am to 4 pm June through October	NE Boistfort Street
Chehalis Fest	Saturday, July 27 All day	Pancake breakfast, scavenger hunt, car show, selfie row, live music & beer garden, sidewalk sales, vendor fair, and kid zone
Chehalis Clean Team , volunteers who pick up litter in neighborhoods, parks, and throughout Chehalis	No set times found, but Facebook page looks active	Safety instructions for volunteers https://www.facebook.com/groups/chehaliscleanteam
Discover! Children's Museum (DCM) , non-profit	DCM is fundraising to build a permanent museum	Included as part of the 2009 Comp Plan to address the limited opportunities in the area for family fun and educational opportunities.
Boys and Girls Club	August 16	15th Annual Charity Golf Tournament , Riverside Golf Club

Planning Commission and City Council Meetings and Hearings

The City of Chehalis Planning Commission has regularly scheduled meetings at 6:00 pm on the second Tuesday of each month. The Chehalis City Council has regularly scheduled meetings at 5:00 pm on the second and fourth Mondays of each month.

All meetings are held in City Hall and are open to the public. The City’s website has a [calendar](#) with additional information, including how to join meetings virtually.

Public meetings and public hearings tend to have consistent participation from a limited number of residents. The City should consider direct outreach to community-based organizations and invite them to attend meetings or provide feedback and recommendations on the plan update.

Community-Based Organizations

<p>Gather Church 100 S Rock St, Centralia</p>	<ul style="list-style-type: none"> • Community outreach services • Food bank • Clothing bank
<p>Hope Alliance (formerly Human Response Network) 815 W Main St, Centralia</p>	<ul style="list-style-type: none"> • Services for survivors of domestic violence • Emergency shelter services for women and children • Medical advocacy • Rape crisis services • Protection orders • Support groups • Community education and outreach • Crime victim’s compensation
<p>Housing Resource Center 621 South Diamond, Centralia</p>	<ul style="list-style-type: none"> • Emergency shelter services • Homeless prevention • Housing and essential needs • Rapid rehousing • Case management • Community education and outreach
<p>Hub City Mission 416 N Tower Ave, Centralia</p>	<ul style="list-style-type: none"> • Community outreach services • Food bank • Bike repair shop
<p>Lewis County Gospel Mission 72 SW Chehalis Ave, Chehalis</p>	<ul style="list-style-type: none"> • Community outreach services • Onsite meals • Clothing bank • Hygiene center • Day shelter
<p>Salvation Army 303 North Gold, Centralia</p>	<ul style="list-style-type: none"> • Shelter • Emergency rental assistance • Rapid re-housing • Coordinated entry

	<ul style="list-style-type: none"> • Community outreach services • Food bank • Hygiene center
<u>Bethel Church</u>	<ul style="list-style-type: none"> • Community dinners <ul style="list-style-type: none"> ○ Centralia: Tuesdays at 5:30, 117 W. Magnolia St ○ Toledo: Tuesdays at 5:30, Toledo Middle School, 155 N 5th St
<u>Reliable Enterprises</u>	<ul style="list-style-type: none"> • Education <ul style="list-style-type: none"> ○ Head Start ○ In-Tot ○ Parent to Parent ○ Family Support Network • Children & Youth Services <ul style="list-style-type: none"> ○ Visitation Services ○ Head Start ○ In-Tot • Disabilities <ul style="list-style-type: none"> ○ Lewis County Accessible Recreation • Housing <ul style="list-style-type: none"> ○ Low-Income Housing Apartments • Supporting Services <ul style="list-style-type: none"> ○ Payee Services ○ Reliable Enterprises Thrift Store

Conclusion

This Public Participation Plan may be updated as conditions change or additional resources to support activities become available. We welcome feedback from the community about the value and effectiveness of engagement approaches.

To provide feedback on the PPP, please contact the project team: Malissa Paulsen, Community Development Manager, mpaulsen@ci.chehalis.wa.us

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Lance Bunker, Public Works Director/ Todd Turner, Water Superintendent

MEETING OF: June 24, 2024

SUBJECT: Acceptance of Approved Loan: Drinking Water State Revolving Fund (DWSRF) Preconstruction Funding for the S Market Blvd Water Main Replacement Project (from SW 11th St to SW 21st St).

ISSUE

The water main located along S Market Blvd between SW 11th St and SW 21st St. is currently undersized and causing domestic water capacity issues in the south end of town and the UGA. The City is currently working to address this issue by upsizing the water main on S Market Blvd between 11th St and 21st St from 8-inches to 16-inches. This will allow adequate flow capacity for a projected 40-year buildout.

DISCUSSION

The Drinking Water State Revolving Fund (DWSRF) program approved a preconstruction loan with a maximum loan amount of \$500,000 to assist with projects like the S Market Boulevard Street Water Main Replacement. The loan has a zero (0) percent interest rate and a two (2) percent non-refundable loan fee. With the loan approval by DWSRF the City of Chehalis will acquire \$510,000 in total. The loan must be repaid over a ten-year period with loan repayments to start in October of the first year of loan contract execution.

The purpose of this loan is to fund a portion of the cost associated with design and engineering for replacement of the undersized water main. Replacing the undersized main is essential to accommodate future growth in south Chehalis and the UGA. The overall engineering, permitting, and administrative costs for the project are estimated to be \$1,217,000.

FISCAL IMPACT

Upon approval by the City Council, the City would obtain a \$510,000 loan with zero percent interest and 10-year annual payment terms. Water department revenues will be used to satisfy the loan requirement. With the acceptance of this loan, we will have to amend this year's budget for the 51,000 annual payment.

Use of the DWSRF allows the City to borrow money for only the cost of the 2% loan fee and preserve the Water Capital Reserve Fund, which is currently earning interest.

RECOMMENDATION

It is recommended that the City Council authorize and accept the Drinking Water State Revolving Fund (DWSRF) Preconstruction Loan in the amount of \$510,000.

SUGGESTED MOTION

I move that the City Council authorize and accept the DWSRF Loan and authorize the City Manager to execute the loan documents.



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER

243 Israel Road Southeast • PO Box 47822 • Olympia, Washington 98504-7822
Tel: (360) 236-3100 • Fax: (360) 236-2253 • TDD Relay Service: 1-800-833-6388

May 31, 2024

Kayley Crawford
City of Chehalis
2007 NE Kresky Ave
Chehalis, WA 98532-2308
kcrawford@ci.chehalis.wa.us

SUBJECT: Planning and Engineering Loan, Market St. 11th- 21st Pinch Point
Contract #: PCL29505; Application ID: 2023-4173

Dear Kayley Crawford:

Thank you for submitting your 2023 Drinking Water State Revolving Fund (DWSRF) Planning and Engineering Loan Application for the above referend project. The Office of Drinking Water (ODW) is pleased to inform you that your project has been approved for funding. We will be working with you in the coming weeks to develop the scope of work and contract.

Loan Terms:

Award Amount:	\$510,000
Loan Fee:	2%
Interest Rate:	0%
Loan Term:	10 Years

If you are interested in applying for the fall 2024 DWSRF Construction Loan, we encourage you to visit the Department of Health's web site regarding our programs.

Please do not hesitate to contact me at (360) 236-3047, or via [email](#) if you have any questions.

Sincerely,

Brittany Cody-Pinkney
Contract Manager

cc: Jocelyne Gray, ODW Environmental Engineer
Phyo Kyaw, SWRO Engineer
Benjamin Majors, SWRO Planner

DWSRF PROGRAM

PLANNING AND ENGINEERING LOAN CONTRACT INFORMATION

APPLICATION #2023-4,173, CITY OF CHEHALIS, MARKET STREET 11TH-21ST PINCH POINT WATER MAIN UPGRADE

DWSRF Scope of Work Form:

Scope of Work:

Project to include:

1. Submit project report and construction drawings to Southwest Regional Office for review and approval for water main upgrade on Market Street between 11th Street and 21st Street to address low pressure. Submit approval letter.

In addition, costs may include (but are not limited to): engineering, design, hydrogeologic assessment, permits, public involvement, fees, taxes, legal, administrative and audit.

**APPLICATION #2023-4,173, CITY OF CHEHALIS, MARKET STREET 11TH-21ST
PINCH POINT WATER MAIN UPGRADE**

Project Costs by Cost Category:

COST CATEGORY	CURRENT ESTIMATES
Engineering Report (Preliminary Engineering)	\$500,000
Environmental Review	\$0
Historical Review/Cultural Review	\$0
Planning Document	\$0
Permits	\$0
Public Involvement/Information	\$0
Bid Documents (Design Engineering)	\$0
Asset Management	\$0
DOH Review/Approval Fees:	\$0
Other Fees (sales or use tax)	\$0
Contingency (10% min, 20% max)	\$0
Audit:	\$0
Legal:	\$0
Other:	\$0
Other:	\$0
TOTAL ESTIMATED PROJECT COSTS (before Loan Fee)	\$500,000
DWSRF Loan Origination Fee (2%)	\$10,000
DWSRF Planning and Engineering Loan Award	\$510,000

**APPLICATION #2023-4,173, CITY OF CHEHALIS, MARKET STREET 11TH-21ST
PINCH POINT WATER MAIN UPGRADE**

Project Funding:

TYPE OF FUNDING	SOURCE	CURRENT STATUS
Grants and Other Non-Matching Funds		
Grant #1		\$
Grant #2		\$
Other Grants		\$
New Grants		\$
Total Grants and Other Non-Matching Funds		\$
Loans		
<i>This Loan Request</i>	DWSRF loan	\$510,000
Other Loan #1		\$
Other Loan #2		\$
Other Loans		\$
New Loans		\$
Total Loans		\$510,000
Local Revenue		
Source #1		\$
Source #2		\$
Other Local Revenue		\$
New Local Revenue		\$
Total Local Revenue		\$
Other Funds		
Other Funds		\$
Other Funds		\$
Total Other Funds		\$
TOTAL PROJECT FUNDING		\$510,000

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Stacy Denham, City Manager

BY: Brandon Rakes, Airport Director

MEETING OF: June 24, 2024

SUBJECT: Task Order No. 4 Amending Industrial Site Readiness Grant Scope of Services

ISSUE

In April of this year, the Airport was awarded a Department of Commerce Industrial Site Readiness Grant (ISRG) for \$250,000. On Friday, June 7th, 2024, the Airport was contacted and informed additional funding may be available for expanded services related to the initial grant application. On Friday, June 14, 2024, following an online meeting with the Department of Commerce, the Airport was notified of a \$100,000 increase to the existing Industrial Site Readiness Grant. The increased funds will need to be expended by June 30, 2024.

Discussion

In March 2024, the Airport submitted a grant application for \$460,000 for the Department of Commerce’s Industrial Site Readiness Grant for pre-design studies. The funds were targeted at the north development identified by the Airport Master Plan Update. The site includes 135 acres, intended to be developed for uses in alternative fuels, advanced air mobility, and emerging technologies. The pre-design studies will prepare the Airport for the environmental process.

The Airport received initial funding from the Department of Commerce in the amount of \$250,000. Upon receiving a \$100,000 increase to the existing grant for a new grand total of \$350,000, The Aviation Planning Group and their subconsultants prepared a scope of work and fee in line with the approved grant scope of work. The table below shows the existing scope of work with completion dates along with underlined additions approved by the Washington State Department of Commerce.

Goals & Timelines

Activity/Deliverable	Provided by (date)
Solar Feasibility Study	June 24, 2024
60% Draft Drainage Engineering Plan Sheets	June 28, 2024
Wetland Delineation Report	June 28, 2024
Geotechnical Report	June 28, 2024
Survey Report	June 28, 2024
Chehalis-Centralia Airport Pre-Design Study Report	June 28, 2024
<u>Biological Assessment Ph 1</u>	<u>June 28, 2024</u>
<u>Additional Survey</u>	<u>June 28, 2024</u>
<u>Airport Lake Hydrology Modeling</u>	<u>June 28, 2024</u>

<u>DRAFT CatEx Checklist</u>	<u>June 28, 2024</u>
<u>10% Design – Access Road, Taxiway, Apron</u>	<u>June 28, 2024</u>
<u>Cost Estimates for Design</u>	<u>June 28, 2024</u>
60% Drainage Engineering Plan Sheets	September 3, 2024

FISCAL IMPACT

Task Order No. 4 issued under the authority of Professional Services Master Task Order Agreement Number CLS-0002 would authorize reimbursement to the Aviation Planning Group on a lump sum basis of \$100,000. The funds are 100% funded through the Department of Commerce ISRG. There is no match required by the City/Airport. This is in addition to the previously authorized reimbursement to the Aviation Planning Group of \$250,000.

RECOMMENDATION

It is recommended that the City Council approve Professional Services Agreement Task Order No. 4 with The Aviation Planning Group and authorize the City Manager to execute the document as well as the Washington State Department of Commerce, Office of Economic Development & Competitiveness Industrial Site Readiness Amendment to Grant Number 24-76310-004.

SUGGESTED MOTION

I move that the City Council approve Professional Services Agreement Task Order No. 4 with The Aviation Planning Group and authorize the City Manager to execute the document as well as the Washington State Department of Commerce, Office of Economic Development & Competitiveness Industrial Site Readiness Amendment to Grant Number 24-76310-004.

Exhibit A to Master Task Order Agreement for Professional Services Task Order 4

TASK ORDER 4

Task Order No.: 4

Issued under the authority of Professional Services Master Task Order Agreement Number: CLS-0002

Task Order Title: Amending - Industrial Site Readiness Grant Pre-Design Work

Effective Date: June 24, 2024

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated March 1, 2024 between City of Chehalis (SPONSOR) and The Aviation Planning Group, LLC, (APG).

The following representatives have been designated for the work performed under this Task Order:

SPONSOR: Brandon Rakes

APG : Leah Whitfield

SCOPE OF WORK:

Minimum Requirement # 8 wetlands protection is triggered for all proposed developments, requiring wetlands hydroperiod modeling method 2 per the 2019 SWMMWW. This modeling will consist of using MGSFlood to determine the daily and monthly volumes of runoff in existing and proposed conditions to the wetlands to ensure that the flow threshold is not exceeded as a result of the proposed development. Additional survey is also required to identify some existing culverts necessary for tie into the airport's overall stormwater management system.

To continue efforts to bring solar to the airport the airport must complete the NEPA process. CLS will prepare a draft categorical exclusion (CATEX) checklist for FAA. The Draft CATEX NEPA Checklist will be submitted to Client and FAA for their review and comment at the end of June. Given the quick turnaround time for preparing the draft CATEX, any changes for the Final CATEX NEPA Checklist will not be a part of this scope.

Completion of the wetland delineation and identification of the stormwater management practices by the drainage study will allow the airport to begin the necessary biological assessment for a consultation with the National Marine Fisheries Service (NMFS). The project will include one pre consultation with NOAA and FAA, one site visit to assess existing habitat conditions specific to listed and proposed threatened and endangered species under the Endangered Species Act, background research on known distribution of ESA-listed species in the general project vicinity, and begin preparation of the Biological Assessment for the airport improvements. Documentation will be limited to non-project-specific elements (e.g., existing conditions, species life history and presence) and a biological assessment phase 1 memo will be prepared detailing final requirements to complete the BA. Impact assessments, effects determinations, and other project-specific discussions will be completed later in summer 2024 following this grant.

A 10% site layout plan will be accomplished for Taxiway B, connector Taxiway B1 to Runway 16 end, the future apron, the parking lot area, and the access road from the roundabout at NW Louisiana Ave to the apron and parking lot area. Utilizing the survey data collected in May, detailed preliminary layouts for each of these areas will be developed. Following design, design level cost estimates will be prepared utilizing the survey data and design layouts.

COMPENSATION:

APG shall be reimbursed on a *Lump sum* basis of \$100,000. APG shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Professional Services Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

IN WITNESS WHEREOF, the parties authorized to commit resources of the companies have executed this Task Order:

City of Chehalis

By: _____

Title: _____

Date: _____

The Aviation Planning Group, LLC

By: _____

Title: _____

Date: _____

Fed. ID. No. 84-4339523

Exhibit A to Master Task Order Agreement for Professional Services

Task Order 2 Scope of Work

APG will serve as project manager for the recently awarded Industrial Site Readiness Grant. Scopes of work include: administration of the grant, documentation, Geotechnical Investigation and report, Survey and report, 60% Drainage Engineering Plans, Wetland Delineation, and a Solar feasibility Study. Together with subconsultants.

Budget Breakdown:

Activity/Deliverable	Cost
Solar Feasibility Study	\$ 44,000.00
60% Draft Drainage Engineering Plan Sheets	\$ 59,501.95
Wetland Delineation Report	\$ 29,000.00
Geotechnical Report	\$ 49,740.00
Survey Report	\$ 46,000.00
60% Drainage Engineering Plan Sheets	\$ 10,634.44
Chehalis-Centralia Airport Pre-Design Study Report	\$ 11,123.61

Schedule of Deliverables:

Activity/Deliverable	Provided by (date)
Solar Feasibility Study	June 24, 2024
60% Draft Drainage Engineering Plan Sheets	June 28, 2024
Wetland Delineation Report	June 28, 2024
Geotechnical Report	June 28, 2024
Survey Report	June 28, 2024
60% Drainage Engineering Plan Sheets	September 3, 2024
Chehalis-Centralia Airport Pre-Design Study Report	June 28, 2024

See Attachment 1 for full scope of work.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Stacy Denham, City Manager
BY: Nicholle Stanhope, Finance Director
MEETING OF: June 24, 2024
SUBJECT: Project Postponement – Financial Software Migration

DISCUSSION

The City has submitted a “Project Hold Request” to Tyler Technologies, Inc. requesting postponement of the financial software migration project for a period of 12 months. This would move the project start date from 4/1/2024 to 4/1/2025. The time and cost commitment to City staff is substantial and will require collaborative efforts across many teams. The postponement period will allow time for teams to assemble and to build capacity for dedicated resources to participate.

FISCAL IMPACT

The 2024 Amended Budget includes \$250,000 budget in the Automotive/Equipment Reserve Fund for anticipated one-time costs. This delayed schedule would carry forward the majority of estimated 2024 expenditures to 2025. One-time fees incurred to date total \$4,200.

Tyler Technologies has agreed to credit the City for unused Munis fees May to December 2024 and defer the Munis fees until April 2025. Previously suspended Eden fees will be reinstated May 2024 to March 2025. Credits for cost adjustments in 2024 will be applied to the 2025 invoice.

It is anticipated that Tyler Technologies will provide a contract amendment reflecting the changes described above. Upon review and satisfactory evaluation of the new agreement, a request will be made to the Council to allow the City Manager to agree to the changes.

RECOMMENDATION

The City Council review this information and let staff know if there are any questions.

SUGGESTED MOTION

N/A

