

## Chehalis Community Renaissance Team (CCRT)

January 18, 2016

### Meeting Notes

Chair Annalee Tobey called the meeting to order at 8:30 a.m. with the following members present: Corine Aiken, Kayce Austin, Julie Balmelli-Powe, Bret Bryan, Allison Fischer, Caryn Foley, Terry Harris, Merlin MacReynold, Larry McGee, Randy Mueller, Dr. Isaac Pope, Rachael Reiton, Allyn Roe, Andy Skinner, and Courtney Williams. Others in attendance included Susan DeLaire, Jordan & Cindy Peabody, and Joanne Schwartz.

**1. Welcome and Introduction of Guests.** Annalee welcomed Jordan & Cindy Peabody with the Centralia Downtown Association. The Peabodys also own the Tiki Tap House in downtown Centralia.

### **2. News/Presentations.**

Main Street B&O Tax Funding Update. Annalee reported that the CCRT received \$58,000 in donations through the Main Street B&O Tax Credit Incentive Program. Many thanks to the city of Chehalis, DeVaul Publishing, and Title Guaranty.

### **3. 2016 SWOT Review & Project Planning**

**SWOT Analysis Results.** During the December meeting, the CCRT used an organizational effectiveness consultant to identify the strengths, weaknesses, opportunities and threats (SWOT) for the CCCT. The information garnered from that meeting will be used to brainstorm project ideas for 2016. The following themes from the SWOT analysis were identified:

#### **Strengths**

- Energetic and cooperative
- Strong community representation
- City-Community partnership
- Clear vision and purpose
- Dedication and follow-through on projects

#### **Weaknesses**

- Sustainable funding
- Lack of visibility in the community
- Limited member involvement
- Stale project/plateau
- Lack of structure

#### **Opportunities**

- Main Street program
- Strategic community partnerships
- Aesthetic community improvements
- New Funding Sources
- Business Community Outreach

#### **Threats**

- Limited energy
- Lack of consistent, long-term funding
- Inconsistent support
- Maintaining city support
- Lack of coordinated efforts, community-wide

**Review Main Street 4-Point Approach.** Main Street's 4-point approach integrates four points into a practical downtown management strategy. The four points (committees) include Organization, Promotion, Design, and Economic Restructuring. The CCRT already has three of the four committees in place – Marketing (Promotion), Annalee chairs; Downtown Revitalization Group (Design), Andy chairs; and Organization (Friends Board), David is president. CCRT members were in agreement that we should begin using these new committee terms to bring us in line with Main Street.

#### **Plan Committee Projects / Next Steps: Finalizing Plan to Present in February.**

The agenda included planning sheets for each committee. Each sheet provided a list of projects/activities that the committee is already doing, plus some suggestions. Annalee asked each committee chair to meet with their committee members to establish 2016 projects/activities in preparation for the February meeting.

There was a brief discussion about some of the items listed under the Organization Committee's responsibilities and if they were appropriately listed there. It was noted that some of the listed items will be the responsibility of the executive director when that person comes on board.

#### **Recruit New CCRT Members and Committee Members.**

We always welcome new members. Please feel free to invite people you think might be interested in joining us. Also, please consider which committee(s) interests you and that you would like to participate on. In particular, someone is needed to chair the Economic Restructuring Committee. **Note: following the meeting Randy Mueller agreed to chair this committee. Thank you, Randy!**

### **Moving Forward and Structuring 2016 Monthly Meetings.**

Annalee suggested it would be good for the CCRT chair and vice chair to meet monthly with the City Manager, and to provide quarterly updates to Chehalis City Council. Annalee also plans to revamp the agenda based on the 4-Point Approach committees.

### **Action Items.**

- **Annalee** will contact Chehalis School Superintendent Rothlin to see if there is interest in appointing a student representative to attend CCRT meetings to have more involvement with our youth.
- Is it time to find a grant writer; partner w/ city?
- All cities in Lewis County will be updating their comp plans in 2017. The **Economic Restructuring Chair** should contact the city's Community Development Department to find out about the process and our potential involvement.
- Lewis County is ramping up their expansion project again. The **Economic Restructuring Chair** should reach out to Comm. Schulte regarding the idea of creating a parking garage that would include multiple uses besides parking, such as retail on the ground level and residential on the top level. The idea of a mixed-use parking garage is in the Renaissance Plan and a committee met several times with a parking consultant a few years ago.
- Need to involve youth. Dr. Pope shared some photos from the high school STEM program. He thought this would be a good storefront display; maybe have a contest where people have to guess what the photos are. **Andy** and **Michele Gallagher** will work on this.
- Reach out to PUD regarding their plans to demolish buildings and create parking across the street from their office.

### **4. Good of the Order**

- Next CCRT dinner is March 24 at RumRunners.

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

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

**Chehalis Community Renaissance Team (CCRT)**  
**February 12, 2016**  
**Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:30 a.m. Present were Kayce Austin, Julie Balmelli-Powe, Bret Bryan, Susan DeLaire, Bill Deutscher, Trevor Elliott, Caryn Foley, Michele Gallagher, Bob Geddes, Lisa Guerrero, Terry Harris, Mitch Moberg, Randy Mueller, Jordan & Cindy Peabody, Dr. Isaac Pope, Allyn Roe, Joanne Schwartz, Andy Skinner, and Courtney Williams.

**1. Welcome and Introductions.** Annalee welcomed everyone to the meeting and self-introductions were made.

**2. Partner Updates & News.**

- Chehalis-Centralia Railroad & Museum – CCRM received a surplus locomotive from the Navy that will be delivered to the yard today. Track and bridge inspections will take place soon. The Easter Train is March 26, and the regular season opens May 28.
- Chamber – Directories are available. Spring Fling is March 26. A new electronic sign is being installed at the chamber and will be available for business announcements and event information. Lisa will find out if it is open to everyone or just chamber members.
- Western Washington Railroad – WWR has two new storage car customers. They have hired another employee and plan to add another.
- Young Professionals Lewis County – The mission of YPLC is to attract and retain young professionals. They are seeing an increase in more young professionals coming back to the community. Board elections were recently held, along with adding new board members. Dr. Pope encouraged the group to take on an actual project(s) and move beyond just being a social/networking group. Trevor indicated they are working toward that.
- Discover! Children's Museum – DCM is actively pursuing grants and has re-engaged with the state for possible funding in 2017, specifically through the Department of Commerce. DCM has been approached by some local organizations that would like to do fundraising events for Discover! As stated previously, Discover! will not begin a local fundraising campaign until a substantial amount has been raised through foundations. DCM is looking for additional board members. Current members include Allyn Roe, Larry McGee, Caryn Foley, Renell Norquist, Kelly Vanasse, Marilynn Chintella, Stacy Engel, Andrea Roe, and Linda Tomasheck, who was just recently appointed.
- Library – Doing great with lots of visitors – better than some larger libraries! The library is holding a workshop, "Sell Online Smart" in April in conjunction with the Small Business Administration. If successful, they will look at doing more of these types of workshops. An adult winter reading program is going on with several nice prizes donated by local businesses. Brian Zylstra was recently appointed to the Library Board of Trustees.
- Adopt-A-Block – AAB has partnered with the Centralia College Student-Athlete Advisory Council to ensure that the program remains sustainable. A meet-and-greet is set for April 20 at 5:30 p.m. The location is TBD.

**3. Committee Reports.**

- Design – A Discover! Children's Museum storefront display is featured in the former Fechtner's Jewelry store building. A STEM display is also being worked on, but will be put up when the weather is better – some building owners are reluctant to turn on the heat in an empty building and we want to make sure that displays are not damaged. They are also looking into cigarette butt holders and are meeting with the city next week to get their input. It was suggested that some business owners need to take more of a role in keeping their storefronts cleaned up. Dr. Pope said that years ago, special needs individuals used to work cleaning up the streets and they did a great job and took pride in their work. The Design Committee meets on the 1<sup>st</sup> Thursday of the month at 9:00 a.m. at the Historical Museum.
- Organization – The Friends Board has agreed to take on this committee. One of their first priorities is to address the hiring of a paid executive director as now required under The Main Street Program. The board is meeting with the Main Street coordinator at their meeting this month to determine if there is any flexibility in having to make the position full-time.
- Economic Restructuring – Thank you, Randy Mueller for stepping forward to chair this committee. Randy stated that he volunteered to get the committee going, but feels that a business owner would be more appropriate to chair. Randy plans to have the committee meet monthly. Their first priority will be to look at our defined Main Street district to determine "what we have" such as existing conditions, demographics, sales figures, vacant buildings, etc. They will go from there and determine what programs to undertake (e.g., incentive programs, façade improvement programs). There was discussion about how this state makes it difficult for a city to support economic development programs like Randy mentioned. Randy stated money could come to and through the Renaissance since it is a non-profit organization. This committee needs members.

- Promotion – The Visitor Guide is printed and will be available next week. Because the guide was funded solely by the city of Chehalis it has a clear focus on Chehalis, but does include countywide information, as well. It is ad-free with lots of photos and listings for things to do. The Chamber maintains the information racks at the Sports Hub, so that is available for tourist information. Again, Lisa will check to see if it is for chamber members only or open to all. The committee is now working on the Chehalis visitor brochure which will have a new feel with more copy and photos, and should be available in March. The Choose Local First campaign continues – clings and stickers are available.

#### **4. Other Updates/Announcements/Good of the Order.**

- A new CCRT member packet is now available.
- A new business welcome packet is being created to be handed out at the city's Community Development Department when people apply for a business license.
- We need everyone to grow our program and complete projects, so please think about which committee you would like to join!
- Caryn will send everyone a contact sheet for all CCRT members.
- Next CCRT dinner is March 24 at RumRunners.
- Visiting Nurses is hosting a ribbon cutting at 12:15 today at their new location on Chehalis Avenue.

#### **Action Items.**

- Lisa will check about use of the chamber's electronic sign and use of the brochure rack at the Sports Hub as to their availability by non-chamber members.
- Annalee will make contact with the appropriate person regarding the possibility of using the services of special needs individuals for downtown cleanup.
- Caryn will send everyone an updated CCRT member contact sheet.

The meeting adjourned at 9:40 a.m.

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

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

## **Chehalis Community Renaissance Team (CCRT)**

**March 11, 2016**

### **Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:30 a.m. Present were Marcy Anholt, Julie Balmelli-Powe, Bret Bryan, Susan DeLaire, Bill Deutscher, Allison Fischer, Caryn Foley, Michele Gallagher, Lisa Guerrero, Terry Harris, Bob Holland, Lori Kahn, Merlin MacReynold, Larry McGee, Mitch Moberg, Jordan & Cindy Peabody, Dr. Isaac Pope, Rachael Reiton, and Andy Skinner.

**1. Welcome and Introductions.** Annalee welcomed everyone to the meeting and self-introductions were made. Special welcome to Lori Kahn from Live 95/KITI Radio.

### **2. Partner Updates & News**

- Chamber – Upcoming events include the chamber forum, March 14; Business After Hours, March 17; Spring Fling, March 26; Home & Garden Show, April 15-17, and the SWW Sportsmen's Expo, June 17-19. Visit chamberway.com for detailed information.
- Western Washington Railroad – WWR has been rehabilitating track; providing railcars for shuttle service; fixed a washout at the Curtis pole yard; increasing staff from three to four; and nearing capacity for railcar storage.
- Young Professionals Lewis County – The mission of YPLC is to attract and retain young professionals; they are seeing an increase in more young professionals coming back to the community; and board elections were recently held, along with adding new board members. Dr. Pope encouraged the group to take on an actual project(s) and move beyond just being a social/networking group. Trevor indicated they are working toward that.
- Discover! Children's Museum – Allyn Roe and Kelly Vanasse were appointed President and Treasurer, respectively; Jakob McGhie and Linda Tomasheck were appointed as new board members; work on the capital campaign continues with several grants being pursued; United Way of Lewis County has been very supportive and Discover! will be the recipient of the 2017 Chef's Night Out fundraising event; and the community portion of the campaign will not begin until \$1 million is raised through grants.
- Lewis County Community Trails – With bridge replacements completed, the Willapa Trail now provides 52 consecutive miles of trail; upcoming events include Celebrate Sound Don't Walk in Silence on July 9, sponsored by Sertoma, and the Fat Tire Bike Ride is June 25-26. The ride starts in Chehalis and goes to Pe Ell where people will spend the night and then return to the Chehalis the next day. The group is working with the State DOT to address a hazardous crossing over Highway 6 at Littell. Bret Bryan stated he lives on the trail and has experienced problems. Marcy encouraged him to attend a Trails meeting.
- Community Farmers Market – A hot food vendor is needed for this year's market which runs June 7 – October 27 from 11:00 to 4:00 on Tuesdays; a planning meeting will be held March 31 at 5:00 pm and will include a SWOT analysis, followed by the market's annual meeting at 7:00; and this year's market will include a kids' program to introduce youngsters to healthy eating and activity habits. Individuals/groups are needed to host events.
- Lewis County EDC – The recent banquet was a great success; the EDC is looking at bringing in different types of employers and retaining businesses; Matt Matayoshi has brought a lot of energy and initiative as the new director, including working with the Ports; and Reggie Hamilton is the new board president.

### **3. Committee Reports.**

- Design – The committee met on March 3. A Discover! Children's Museum storefront display is featured in the former Fechtner's Jewelry store building; they hope to place a STEM display in the Elks Building; and the committee will be taking over the downtown island beautification sponsorship project.

Larry stated that some of the kiosks have been vandalized. Andy will follow up.

- Organization – The non-profit Friends Board chairs this committee and meets on a monthly basis. Larry reminded everyone that Friends is the organization that finds funding for Renaissance projects. He stated the CCRT is a city committee and the chair and vice chair are appointed by the city manager. The board is currently addressing the required Executive Director position as stipulated by our designation in the Main Street Program. The board met recently with the Main Street coordinator to discuss a possible exception to the requirement since we function differently from most other Main Street communities. While most other organizations are event-driven, the CCRT is project-driven and we would like to continue in that direction versus paying an executive director. Larry thanked the city for its continued support of the Renaissance.

Merlin added that the city council saw the need for an all-encompassing, citywide plan, so the Economic Development Steering Committee (EDSC) was formed. The EDSC worked with Consultant Tom Beckwith to develop the Renaissance Plan. Following adoption of the plan by the city council, the EDSC transitioned into the CCRT to implement the plan. Merlin noted that they wanted

the group to be a community group, not driven by the city, and he thought it has worked out well. The faces around the table have changed and become younger over the years, and many projects have and continue to be accomplished, which reflects well on the CCRT and the city.

- Economic Restructuring – Randy Mueller provided the following written report: A new, revised map of the Main Street District was produced that is easier to read and locate buildings and boundaries. The already-established business spreadsheet is being used as the foundation for a new, master spreadsheet of all properties (not just businesses). Fields for building owners, square footage, occupied or vacant, and other notes (e.g., needs new paint, broken windows, etc.) will be added. CCRT members are needed to assist with the work of the committee. Much of the initial work will be surveying existing conditions and compiling information, with later work to include putting together proposed projects and activities to strengthen businesses in the Main Street district. Contact Randy if you would like to be on the committee.
- Promotion – The Visitor Guide is now available; the Chehalis brochure is being designed; and the photo library will be expanded this year, specifically shopping and dining photos.

#### **4. Other Updates/Announcements/Good of the Order.**

- Bob – The Kiwanis Club is seeking youth, ages 6-18 to audition for the upcoming Youth Talent Show. Please contact Bob Holland at Centralia General Agencies.
- Next CCRT dinner is March 24 at RumRunners.

The meeting adjourned at 9:30 a.m.

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

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

## Chehalis Community Renaissance Team (CCRT)

April 8, 2016

### Meeting Notes

Chair Annalee Tobey called the meeting to order at 8:30 a.m. Present were Kayce Austin, Bret Bryan, Trevor Elliott, Caryn Foley, Michele Gallagher, Bob Geddes, Terry Harris, Lori Kahn, Larry McGee, Mitch Moberg, Randy Mueller, Dr. Isaac Pope, Rachael Reiton, Joanne Schwartz, Andy Skinner, Ed Wegele, and Courtney Williams.

**1. Welcome and Introductions.** Annalee welcomed everyone to the meeting and self-introductions were made. Special welcome to Ed Wegele from Westminster Presbyterian Church.

### **2. Partner Updates & News**

- Chehalis-Centralia Railroad & Museum – Three extra rides were added to the three scheduled Easter train runs – they will probably do on-line tickets sales next year so they are better prepared. Tickets are available for Mother's Day runs. The depot is now open from 10:00 to 2:00 on Mondays, Wednesdays, and Fridays. Regular weekend rides begin May 28.
- Lewis County Historical Museum – A Chronicle article recently addressed funding for the museum. Extra events will take place to make up the approximate \$13,000 shortfall. Board meetings are the 3<sup>rd</sup> Tuesday of the month at 4:00 p.m. – all are welcome!
- Spring Fling – 500+ kids participated. Mitch noted the chamber has really enhanced the event with their involvement in promoting it. There was brief discussion about wanting the event to be more like a festival. The Promotion Committee will work with the Spring Fling group to take a look at this.
- Community Farmers Market – This year's market poster is now available. The market runs June 7 – October 27 from 11:00 to 4:00 on Tuesdays and will include a kids' program to introduce youngsters to healthy eating. Friends and Family Night is May 24 at McMenam's Olympic Club – 50% of the proceeds go to the market. Good feedback was received from the recent SWOT analysis. Last year's market had an 18% increase in sales over the prior year. How to accommodate the continued growth of the market needs to be addressed (e.g., expansion of area, more days, increased hours, incorporate additional activities, etc.).
- Library – The library is hosting several new programs for all ages, and is a great research tool, and it's free!

### **3. Committee Reports.**

- Design – The committee is leading the flower sponsorship program, which is \$50 per island. This year's non-profit is Patty Kaija's "Almost Home Coalition." Any donation beyond the sponsorship fee will go to Almost Home. They are going to look into some sort of physical recognition to be placed in the islands. Andy shared a few examples of cigarette butt receptacles. They will be purchased in phases due to cost. Most preferred metal containers over plastic, but cautioned they would need to be fastened down to avoid theft. Historic banners are being looked at for Market Boulevard and Chehalis Avenue.
- Organization – The board is currently addressing the required Executive Director position as required by Main Street and will be drafting a letter asking for an exception to having to have a full-time, paid director. Between the time CCRT volunteers put in and Caryn's time, the board just doesn't feel that a full-time director is needed. While most other organizations are event-driven, the CCRT is project-driven and we would like to continue in that direction versus paying an executive director.
- Economic Restructuring – CCRT members are needed to assist with the work of the committee, which will begin meeting on the 4<sup>th</sup> Thursday of the month (beginning in May) at noon at Sweet Inspirations. What does this committee want to take on? Some ideas are creating information about available spaces in the Main Street District; creating a "Why Downtown Chehalis?" page on the city website to outline why people should want to locate in Chehalis; brainstorming partnerships to help promote Chehalis, etc.
- Promotion – The Visitor Guide and the Chehalis brochure are now available and will be distributed locally. The Visitor Guide is also distributed through Certified Folder. Comments on both guides are welcome.

### **4. Other Updates/Announcements/Good of the Order.**

- Dr. Pope – We somehow need to capitalize on the numerous class reunions that take place in Chehalis.
- Joanne – Three finalists for Centralia College president have been selected. Watch the paper for details about a meet-and-greet.
- Courtney – Adopt A Block is now a club at the College. There will be a meeting on April 20 to discuss how the program will work.
- Next CCRT dinner is June 23 at Jeremy's Farm to Table

The meeting adjourned at 9:48 a.m. **Next meeting is Friday, May 13, 8, 8:30 to 9:30 a.m.**

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

## **Chehalis Community Renaissance Team (CCRT)**

**May 13, 2016**

### **Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:30 a.m. Members present were Marcy Anholt, Julie Balmelli-Powe, Tom Bradley, Bret Bryan, Susan DeLaire, Bill Deutscher, Caryn Foley, Christine Fossett, Michele Gallagher, Terry Harris, Lori Kahn, Tony Ketchum, Merlin MacReynold, Matt Matayoshi, Larry McGee, Mitch Moberg, Rachael Reiton, Allyn Roe, Andy Skinner, Ed Wegele, and Courtney Williams.

**1. Welcome and Introductions.** Annalee welcomed everyone to the meeting. Special welcome to guests Zola Claycamp, Zola's Mongolian Dumplings and Mokey Skinner with the Farmers Market.

### **2. Partner Updates & News**

- Mongolian Dumplings at the Market – Rachel introduced Zola Claycamp who will be a hot food vendor at this year's Market. Zola shared her Mongolian dumplings, which were a big hit with the CCRT. Dumplings by the dozen will also be available for purchase at the Market.
- Community Farmers Market – Rachael shared the results of the SWOT analysis recently completed by the Market. She provided a brief outline of the four categories. Downtown restrooms were a recurring topic. There will be a second hot food vendor selling sausages with various toppings during part of the season. As previously mentioned in prior meetings, they are planning a kids' program. The Market begins June 7 from 11:00 to 4:00 on Tuesdays. A Family & Friends fundraiser is May 23 from 5:00 to midnight at the Olympic Club. Fifty percent of all proceeds go to the Market.
- Lewis County Historical Museum – Several fundraising events have taken place and brought in some dollars for the Museum. Sign up for Paint & Sip (May 20) through the Museum's website. Donations have been received to help upgrade lighting in displays and exhibit rooms.
- Tacoma Rail Project – Larry reported the project to purchase a portion of Tacoma Rail line between Maytown and Chehalis will not move forward because it is not financially viable. This however means a risk of someone buying it and tying up the line. This could impact Centralia greatly because they have a number of at-grade crossings.
- Lewis County Community Trails – Bridge #5 should be completed by the end of the month. The Fat Tire Bike Ride is June 25-26. The ride starts in Chehalis and goes to Pe Ell where people will spend the night and then return to the Chehalis the next day. The ride features a heritage farm tour, as well. The group is working with the State DOT to address a hazardous crossing over Highway 6 at Littell.

### **3. Committee Reports.**

CCRT members were encouraged to consider joining a committee.

- Design – The committee meets on the 1<sup>st</sup> Thursday at 9:00 am at the Historical Museum. About half of the islands have been sponsored. Estimates for redoing the larger islands are being sought. Ten cigarette butt receptacles have been ordered. Historic photo banners are being looked into. A new storefront display is up at the former Fechtner's Jewelry building featuring the Historic Fox Theatre.
- Organization – This committee is basically the Friends Board – the funding arm for CCRT projects. The Board is currently focusing their efforts on hiring an executive director as required by Main Street.
- Economic Restructuring – The next Economic Restructuring Committee meeting is May 26 at noon at Sweet Inspirations to brainstorm project ideas and discuss the building inventory project.
- Promotion – The Committee is doing a white board campaign about why people choose local. Please stay after the meeting to participate. You can make your flower donation on-line through the city's website. Both the Visitor Guide and Chehalis Brochure are being distributed.

### **4. Other Updates/Announcements/Good of the Order.**

- Merlin – The city's Wellness Committee is sponsoring a Leap the Levee 5K event on June 18 beginning at 7:30 am. All proceeds will support the Discover! Children's Museum.
- Larry – The City and Discover! Children's Museum are working on a \$75,000 grant request through the State Recreation and Conservation Office to create a park on the designated green space adjacent to where Discover! will be located.



- Western Washington Railroad – Signal warning times have shortened. When you approach an unprotected crossing, please look both ways for trains BEFORE you get in the middle of the tracks. Two to three new locomotives are coming. The Maytown track is back in service.
- Bret – Track work has been completed and Engine 15 is ready for the start of the regular season, which begins May 28.
- Lewis County EDC – The EDC is going through a strategic planning process. As part of that they would like to connect more with the Renaissance.
- The city's Recreation Division is applying for grant funding for the Recreation Improvement Project and is in need of photos, specifically photos during bad weather. Please forward to Annalee if you have any.
- Next CCRT dinner is March 24 at RumRunners.

The meeting adjourned at 9:30 a.m.

**Next meeting is Friday, June 10, 8:30 to 9:30 a.m.**

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

## Chehalis Community Renaissance Team (CCRT)

June 10, 2016

### Meeting Notes

Chair Annalee Tobey called the meeting to order at 8:35 a.m. Members present were Corine Aiken, Kayce Austin, Julie Balmelli-Powe, Susan DeLaire, Bill Deutscher, Trevor Elliott, Caryn Foley, Michele Gallagher, Terry Harris, David Hartz, Chris Judd, Patty Kaija, Larry McGee, Mitch Moberg, Randy Mueller, Joanne Schwartz, and Lindsey Senter.

**1. Welcome and Introductions.** Annalee welcomed everyone to the meeting and self-introductions were made. Special welcome to guests Ralph Hubbert, Debbie Hamilton, and Amanda Hubbert with the Chehalis Theater, and Lesona Hartman with WorkSource. Annalee also welcomed Lindsey Senter who replaced Lisa Guerrero at the Chamber.

### **2. Partner Updates & News**

- Chehalis Theater – Ralph Hubbert, Debbie Hamilton, and Amanda Hubbert shared plans for the Chehalis Theater that Ralph recently purchased. A new roof will be installed, plumbing and electrical work is taking place inside, and remodeling of the snack bar area is underway. After that, work on the façade will take place. Ralph noted that all work is being done by local vendors. Debbie is leasing the building and plans to run old movies, stream sporting events, have bands and other types of performances. They will have a little menu and cater out for larger events. Debbie is also working on getting a liquor license. The first event will be August 7, featuring Tim Noah, a graduate of W.F. West High School. The Theater will be open Fridays through Sundays, and will be available for rent for events and business meetings. Ralph stated that Daryl Lund, former owner, left behind some great artifacts, such as a projector collection, which will be donated and/or loaned to the historical museum.

Ralph invited the CCRT to have a future meeting at the Theater for a sneak peek before it opens to the public. He stated that the CCRT was a force in his decision to purchase the Theater because of the work that the CCRT has done and continues to do for our downtown. He also acknowledged former owner Daryl Lund. He said Daryl had another offer, probably for more money, but he chose to sell to Ralph because of Ralph's desire to keep it a theater.

- Young Professionals Lewis County – Trevor thanked Annalee and Andy for making a presentation about the CCRT on their last meeting. Trevor also spoke at the last EDC luncheon. He stated the YPLC is a non-profit organization to retain and attract young professionals, provide social and networking opportunities, and to educate the young professionals about our community to hopefully get them plugged into various community boards. While Lewis County has been below the state average when it comes to retaining and attracting young professionals, they are starting to see a change.

Annalee suggested the group connect with graduating high school seniors and Centralia College graduates to invite them to YPLC.

Larry reminded everyone that YPLC started from the CCRT and it was great to see how far they have come.

Joanne stated the College, Chamber, and The Chronicle used to offer the Leadership Lewis County class where participants learned about various topics such as business, local and state government, local history, etc. She would like to see it resurrected and talked with Christine Fossett about it.

- Steam Train – School days are running, Kids Day has been changed to July 16, and the regular season started during the Memorial Day weekend.
- Western Washington Railroad – Storage is full with 500 cars, the third track is being worked on, adding three new locomotives, and they have a new trans loading customer.
- Discover! Children's Museum – Several funding grants are being worked on. Don't forget the Leap the Levee 5K June 18, which is being sponsored by the city's Wellness Committee. Larry noted that he plans to schedule a meeting with Senator Braun to solicit support of the project.
- Chehalis Library – The summer reading programs begins soon, along with several programs for kids and adults. The library plans to participate in ChehalisFest events.

Lesona added that WorkSource is working with the Library to offer classes/programs to get people back to work. They also maintain a volunteer base for organizations to use.

### **3. Committee Reports.**

- Design – The committee meets on the 1<sup>st</sup> Thursday at 9:00 am at the Historical Museum. They are currently working on purchasing banners and cigarette butt receptacles.

Patty added that the larger islands are having irrigation installed, along with new soil and plants. The hanging baskets are up and look beautiful. The islands should be planted next week, and the front of city hall will be planted where just bark currently exists.

- Organization – The Friends Board is focusing on the hiring of an executive director as required by Main Street.
- Economic Restructuring – The committee meets on the 4<sup>th</sup> Thursday of the month at noon at Sweet Inspirations. The committee is looking at several project ideas including, testimonials from business owners as to why they chose downtown Chehalis to locate their business, re-implementing a façade improvement program, and discussing the downtown restroom issue – removing the restrooms and bringing in portable units for the Farmers Market and other events.

#### **4. Other Updates/Announcements/Good of the Order.**

- Julie is now the chair of the Fair Commission. She invited everyone to participate in the VIP event on August 20, which includes admission to the rodeo.
- Terry – Four candidates have been chosen to interview for the city manager position. A meet-and-greet is scheduled on June 15 from 5:00 to 7:30 pm in the council chambers. Interviews will be held on the 16<sup>th</sup>.
- Next CCRT dinner is March 23 at RumRunners.

The meeting adjourned at 9:55 am.

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

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

## **Chehalis Community Renaissance Team (CCRT)**

**July 8, 2016**

### **Meeting Notes**

Vice Chair Andy Skinner called the meeting to order at 8:30 a.m. Members present were Kayce Austin, Bret Bryan, Susan DeLaire, Bill Deutscher, Trevor Elliott, Caryn Foley, Terry Harris, David Hartz, Lori Kahn, Merlin MacReynold, Larry McGee, Randy Mueller, Dr. Isaac Pope, Rachael Reiton, Allyn Roe, and Lindsey Senter.

**1. Welcome and Introductions.** Andy welcomed guest, Angela French from Lewis County United Way.

### **2. Partner Updates & News**

- Lewis County United Way – Angela stated the CCRT is doing great work. She provided info about some of the services United Way provides, including workplace giving and fundraising events, which all proceeds stay in our local community and fund 16-20 programs annually. United Way also offers an on-line volunteer center that is free to organizations seeking volunteer opportunities. You can sign up to be a volunteer and select your interests to receive opportunity updates as they become available. She stated that United Way has recently gone in a new direction focusing on intergenerational poverty issues. She stated that 26% of the working population is living in poverty. The goal is to help these families become more self-sufficient. Some of the ways they plan to address this issue are connecting people to community resources, early education, and identifying gaps.
- Young Professionals Lewis County – Trevor noted Maria Ayers was appointed to the board, the Chehalis Foundation will speak at the group's September meeting, and the next meeting is July 13.
- Steam Train – Two dinner trains have been added to the schedule and Kids Day is July 16.
- Discover! Children's Museum – Lots of work is going on in the background, focusing on grant requests. To build some excitement for the project, the board would like to "move some dirt" using funds from the Distressed Counties Fund grant that was received.

### **3. Committee Reports.**

- Organization – A position description for a half-time Executive Director is being finalized and will be advertised soon. This position, in conjunction with Caryn's half-time work for the Renaissance, will satisfy the Main Street requirement for a full-time director.
- Design – The cigarette butt receptacles that were ordered were not correct – we received plastic instead of metal – so those have been reordered. Work continues on designing and installing historic banners for Market Boulevard and Chehalis Avenue. Each banner will be individualized for the area it will be placed.
- Economic Restructuring – The committee would like to create some "Why Chehalis?" testimonials from business owners as to why they chose downtown Chehalis to locate their business. Once created, they will pass along to the Promotion Committee to package and promote. They would like to see the Leadership Lewis County program implemented, or some other form of local leadership training established. A façade improvement program is being researched. The committee meets on the 4<sup>th</sup> Thursday of the month at noon at Sweet Inspirations.
- Promotion – The committee has focused much of its attention to ChehalisFest, which is set for July 30. The Historical Museum is leading, but the committee has been lending a hand. Lots of fun activities are planned. The committee is working on designing and distributing posters, counter flyers, doing advertising, etc.

### **4. Other Updates/Announcements/Good of the Order.**

- It is estimated that the Chehalis School District had about 200 displaced students last year. Dr. Pope has started serving breakfast one Sunday a month from 7:00 to 10:00 am at the Chehalis Eagles for these children and their families. School counselors are given breakfast coupons to students they know are in need. He estimated that it costs about \$2,000 to provide these meals during the school year, and asked that people please consider donating. In addition, Mike and Sue Austin collect school supplies or cash donations for students in need. Donations can be dropped off at Adolphsen Real Estate on Market Boulevard. The Austins are also leading the effort to reconstruct Penny Playground. They are planning a once-a-month Bingo game to support the project. The first event is August 27 from 2:00 to 6:00 pm at the Chehalis Eagles. Prizes will be given out instead of cash, so prize donations would be greatly appreciated.
- Andy announced that Kayce was leaving the library to take a new job with the Pierce County library system. Although we are excited for Kayce, we are definitely going to miss her!
- Music in the Park is July 15, 22, 20 and August 5. Don't miss out on this FREE concert series.

The meeting adjourned at 9:10 am.

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

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

## **Chehalis Community Renaissance Team (CCRT)**

**August 12, 2016**

### **Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:35 a.m. Members present were Tom Bradley, Bret Bryan, Susan DeLaire, Bill Deutscher, Trevor Elliott, Caryn Foley, David Hartz, Lori Kahn, Merlin MacReynold, Larry McGee, Mitch Moberg, Randy Mueller, Rachael Reiton, Allyn Roe, Lindsey Senter, Andy Skinner, Brian Watson, and Courtney Williams.

**1. Welcome and Introductions.** Annalee welcomed guest, Flossie Heymann with Heymann Winery. Flossie and her husband, Bob, recently moved their winery from Centralia to their home at 731 SW 21<sup>st</sup> Street in Chehalis. They are open Saturday and Sunday from 11:00 to 5:00.

### **2. Partner Updates & News**

- Steam Train – Pumpkin trains are October 29 – 30; CCRM received a four-year extension for running Polar Express trains, and as always, volunteers are needed; a celebration will be held on September 17 for the 100<sup>th</sup> birthday of the locomotive; and CCRM is holding a training program for train crew. Crew members are paid minimum wage. If interested in any of these opportunities, contact Wanda Thompson at 748-9593.
- Farmers Market – Sales are up; getting positive feedback on the new configuration; will be conducting customer surveys on August 30; working on delivering what people wanted through the SWOT process held earlier this year. One of the items was the Kids Program, which is being very well received – 180 kids have signed up! The annual Harvest Dinner is September 25; and next year's contest for design of the Market poster is underway and will be voted upon at the dinner.
- Discover! Children's Museum – Working on some very significant grants; plan is to have fundraising campaign completed next summer; the Capital Campaign Plan was finalized; a Letter of Intent with the city for a future lease agreement was signed; a Memorandum of Understanding was signed with Reliable Enterprises to operate both a Head Start preschool and In-Tot programs in Discover!; plan to break ground next year and begin construction.
- ChehalisFest – Led by the Historical Museum with help from the Renaissance this year; the event went well; had better business participation; lots to build upon for next year. All reports were that the individual events went well, including the pancake breakfast and hotdog lunch at the Historical Museum, the RallyCross at the Port, the car show on Chehalis Avenue, and the Live95 live remote at the Historical Museum. The planning committee is already working on ways to improve next year's event and will be soliciting feedback through both business and community surveys.
- Downtown Delegate Program – Courtney announced that she is working with the Housing Resource Center and Community Jobs to begin a program that will allow two paid employees to be stationed at the Train Depot in Centralia. They will be equipped with the tools to navigate the individuals that are consistently around the Train Depot to social service programs.

### **3. Committee Reports.**

- Port Townsend Main Street Meeting – Andy attended a recent Main Street conference July 21-22. Some of the classes included ongoing discussion about how to raise the B&O Tax Credit Incentive Program cap, co-working business space; and, traffic and parking.
- Design – An RFQ for the historic banners will go out soon.
- Organization – The majority of the Friends Board's focus has been on hiring a paid executive director.
- Economic Restructuring – The "Why Chehalis?" campaign is getting ready to be turned over to the Promotions Committee; work continues on reestablishing the Leadership Lewis County program and a façade improvement program. The committee has been meeting on the 4<sup>th</sup> Thursday of the month at noon at Sweet Inspirations, but is looking at changing the date.
- Promotion – The committee's main focus has been on ChehalisFest. In addition, the committee is building to the photo library.

### **4. Other Updates/Announcements/Good of the Order.**

- Trevor stated the recent W.F. West Coaches Hall of Fame induction ceremony was a great event. Congratulations to Rod Giske and Tom Smith, the first two honorees.

- Larry mentioned that as he was sitting at the table he was thinking of Gail today and that he would be smiling over how the members of the CCRT are working together to get projects accomplished to benefit our community.
- Susan announced that re:Design was expanding to include clothing in the store. Judy DeVaul also wanted Susan to share that they were very happy with ChehalisFest.
- Courtney announced that Centralia will launch this year's Adopt A Block at the end of September.
- The Historical Museum will host Esther Goffinet and her book, *Ripples of a Lie*. The book is about her father, Eugene Barnett, one of the seven union members put to trial for the Centralia Massacre of 1919. Esther will be at the Museum tonight at 6:00 pm and tomorrow at 2:00 pm at the Centralia Library.
- Brian thanked the Chamber for hosting the announcement of all the winners of the Best of Lewis County. Congrats to everyone!

The meeting adjourned at 9:40 am.

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

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





**Chehalis Community Renaissance Team (CCRT)**  
**September 9, 2016**  
**Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:35 a.m. Members present were Marcy Anholt, Julie Balmelli-Powe, Susan DeLaire, Bill Deutscher, Caryn Foley, Michele Gallagher, Lori Kahn, Merlin MacReynold, Mitch Moberg, Randy Mueller, Rachael Reiton, Joanne Schwartz, Lindsey Senter, Andy Skinner, and Ed Wegele.

**No meeting minutes provided.**

The meeting adjourned at 9:40 am.

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

## **Chehalis Community Renaissance Team (CCRT)**

**October 14, 2016**

### **Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:35 a.m. Members present were Jill Anderson, Julie Balmelli-Powe, Bill Deutscher, Frank DeVaul, Caryn Foley, Michele Gallagher, Terry Harris, David Hartz, Lori Kahn, Larry McGee, Lindsey Senter, and Andy Skinner. Guests in attendance included, John Abe, Umpqua Bank; Tamara Hayes, SWW Fair Manager; Glenn Schaffer, Chehalis Police Chief; and Wanda Thompson, Steam Train.

**1. Welcome and Introduction of Guests.** Self introductions were made. Annalee welcomed all guests.

### **2. Partner Updates & News**

- Chehalis Police Department – Chief Schaffer addressed the CCRT about homelessness. This is an issue beyond just Chehalis, with many cities seeing a continued incline over the last several years. He believed part of the increase in Chehalis stems from the variety of services found in our community. He also noted Chehalis is a “dead end” town. Those trying to get to Portland get here through public transportation, but there is no public transportation beyond Chehalis, so people get stranded. There is a resource guide that the police officers use to help people in need that they come into contact with. Most homeless people fall into three categories that include mental illness, substance abuse, and those that choose to be homeless. In speaking with individuals, he estimated that 90% of people choose to be homeless. There was a recent issue at the park-n-ride on Main Street with homeless people living in their vehicles. How to deal with homeless people is a real balance for officers. It is not illegal to be homeless, so officers have to respond to someone’s conduct versus their status in life. More and more, courts are saying that people cannot be punished for being homeless, which creates challenges for law enforcement. Officers have to use current laws that apply to conduct. Simply telling people to move from a location, just forces them to relocate.

There was discussion about how to solve the issue and how the CCRT could get involved. We all need to be educated and the issue definitely needs to be addressed. Several CCRT members expressed a desire to be included when these discussions take place. Caryn will distribute the list of resources mentioned by Chief Schaffer to CCRT members.

- Chamber – The Trick or Treat Trolley is October 31 from 3:00 to 5:30. Twin Transit will also be providing rides to and from designated Trick or Treat locations. Lindsey distributed posters for the event. Choose Local Black Friday bags will be distributed again this year. Please submit any coupons, ads, etc. to the chamber by November 18. They are planning to assemble around 300 bags. The Santa Parade is December 3 and the theme is “Miracle on Market Street.”

### **3. Committee Reports.**

- Design – Cigarette butt receptacles have been installed throughout downtown, and historic banners should be up on Market Boulevard soon. Bike racks are being looked at.
- Organization – Applications for the executive director position close at the end of today. A Friends subcommittee will review them next Tuesday. The next Friends board meeting is October 18. Andy and Annalee attended a recent Main Street conference that included some great sessions.
- Economic Restructuring – The committee is looking into reestablishing the Leadership Lewis County program and creating a central location for people to find information on available building spaces.
- Promotion – The committee met with the Economic Restructuring committee about how to promote the “Why Chehalis” concept. The committee received \$50,000 in city lodging tax dollars for work in 2017. Upcoming items include the Gratitude Graffiti program and a Choose Local First holiday campaign.

### **4. Other Updates/Announcements/Good of the Order.**

- Julie invited everyone to the Chehalis Basin Strategy public meeting to be held October 18 at the Veterans Memorial Museum. The meeting is a time to provide comment on proposed alternatives to address flooding. Comments may also be submitted on-line. She encouraged everyone to support Alternative 1, which includes the best overall plan to address flood mitigation.
- Larry noted Bill Schulte is currently undergoing cancer treatment. He is in good spirits and is responding well to treatment.

The meeting adjourned at 9:50 am.

**Next meeting is Friday, November 4 (special meeting date), 8:30 to 9:30 am.**

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

**Chehalis Community Renaissance Team (CCRT)**  
**November 4, 2016**  
**Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:35 a.m. Members present were John Abe, Jill Anderson, Julie Balmelli-Powe, Susan DeLaire, Bill Deutscher, Trevor Elliott, Caryn Foley, Terry Harris, Tamara Hayes, Patty Kaija, Larry McGee, Mitch Moberg, Randy Mueller, Rachael Reiton, Joanne Schwartz, Lindsey Senter, Andy Skinner, and Ed Wegele. Guests in attendance included, Lily Grant.

**1. Welcome and Introduction of Guests.** Self introductions were made. Annalee welcomed Lily Grant, the new manager of the library.

**2. Partner Updates & News.** Jill confirmed that the city will continue to provide the services of the City Manager's Administrative Assistant to provide support to the CCRT. She also provided information from the county about signing up to receive mobile alert notifications on public safety and health issues; emergency road closures and river gauge levels; impending storm and flood warnings; and evacuation notices and instruction. Visit [www.lewiscountywa.gov](http://www.lewiscountywa.gov) to enroll.

**3. 2017 Program & Project Ideas.** The following items are suggested programs/projects for 2017 to be finalized at the December meeting. Notes/suggestions from meeting participants are shown in red. Randy Mueller noted that the Port of Chehalis Commissioners recently passed their 2017 budget, which includes \$50,000 for Renaissance projects. Thank you to the Port!!

#### **Economic Restructuring**

- Why Chehalis?
- Empty Building Inventory:
  - should be owner participation
  - includes sidewalks
  - clearly define area
  - set maximum dollar amount to allow more participants
- Façade Program
- Vacant Building Exposure
- Downtown Bathrooms – facilitate conversation
- This committee needs a chair beginning January 1
- Meetings are the 4<sup>th</sup> Friday of the month at noon at Sweet Inspirations

#### **Design**

- Expand Banner Program
- Downtown Beautification
- Explore upgrades to Boistfort Street
- Downtown parking – facilitate conversation
- Downtown welcome sign at Exit 77
- Litter pick-up
- Storefront art
- Holiday decorations
- **Parking garages**

#### **Promotion**

- Chehalis Brochure
- Experience Chehalis website
- Video Series
- Lewis County Visitor Guide
- Experience Chehalis Facebook
- Experience Chehalis E-Newsletter
- Choose Local Campaign
- ChehalisFest support
- Meetings are every Wednesday at 8:30 at city hall

#### **Organization**

- Budget Management
- B&O Tax Donations
- Executive Director
- Grant Opportunities
- **Is Bill Schulte's membership tied to his position as county commissioner? That needs to be discussed as it is not defined in the bylaws of the board.**

#### **4. Other Updates/Announcements/Good of the Order.**

- Larry thanked Caryn for her work on the Renaissance. He also thanked Randy Mueller for agreeing to the Friends board secretary. Lastly, Larry announced that Annalee was chosen by the Friends board to be the Main Street Executive Director beginning January 1. Congratulations, Annalee!
- Julie – Public comments on the Chehalis Basin Strategy EIS will be accepted through November 14. Please participate.

- Rachael – The market will be discussing next week their vision for the future. Please provide input to Rachael.
- Patty – Kaija's will again be offering businesses a 25% discount on trees, wreaths and garlands.
- Lindsey – Choose Local First survival bags will be distributed November 23 from 6-9 pm. They are still accepting goodies to place in the bags.
- Andy – The Historical Museum is hosting a live presentation entitled, "Soldiers and Petticoats" this Saturday at 2 pm. A \$5 donation is requested.
- Caryn – The steam train is again looking for volunteers for their Polar Express rides. Contact Caryn if interested.

The meeting adjourned at 9:50 am.

**Next meeting is Friday, December 2 (special meeting date), 8:30 to 9:30 am.**

Minutes respectfully submitted by Caryn Foley, City Clerk.

## **Chehalis Community Renaissance Team (CCRT)**

**December 2, 2016**

### **Meeting Notes**

Chair Annalee Tobey called the meeting to order at 8:35 a.m. In attendance were John Abe, Jill Anderson, Julie Balmelli-Powe, Tom Bradley, Bret Bryan, Susan DeLaire, Caryn Foley, Lily Grant, Terry Harris, Flossie Heymann, Lori Kahn, Larry McGee, Mitch Moberg, Randy Mueller, Dr. Isaac Pope, Lindsey Senter, Andy Skinner, Wanda Thompson, Brian Watson, and Ed Wegele.

#### **1. Welcome and Introduction of Guests**

#### **2. Partner Updates & News**

##### **Chamber:**

- Santa Parade is December 3
- Annual Banquet is January 20

##### **Steam Train:**

- Sold out 24 Polar Express trains; good comments overall
- Sold out 8 Santa trains
- Getting a 101-year-old coach from Moses Lake
- Getting two cabooses; will use one as a permanent display for parties
- Seeking grants for the 80' turntable received through the Navy
- All train tickets will be sold on-line beginning in 2017

##### **Chehalis Theater:**

- Planning activities for the day of the Santa Parade
- Hawks' games are being streamed
- Working on installation of a bathroom downstairs

#### **3. Committee Reports & Plans for 2017**

##### **Design:**

- Banners going up on Market after first of year
- 10 bike racks to be installed on Market and on Chehalis after first of year
- Exploring upgrades to Boistfort Street

##### **Organization**

- In process of hiring a Main Street Executive Director
- Reviewing current organizational structure
- Seeking B&O Tax Donations

##### **Economic Restructuring**

- Need a chair or co-chairs
- Looking into a façade program
- Looking into bringing back Leadership Lewis County program
- Plans to create a downtown real estate listing

##### **Promotion**

- Working on Lewis County Visitor Guide and Chehalis Brochure
- Want to do radio to promote Choose Local First
- Working on "Why Chehalis" promotion program to get businesses to locate in Chehalis.
- Experience Chehalis website funding by 2017 tourism funds; will focus on tourism and Renaissance

#### **4. Other Updates/Announcements/Good of the Order**

##### **Christmas Decorations**

- Working with city on power issues
- Will reconvene decorations committee in January to talk about options and funding

### **Promotion Committee Chair Announcement**

- Thank you, Lori Kahn, for agreeing to chair the Promotion Committee

### **Executive Director Update**

- Working out the details of a contract
- Office will be located at 60 NW Boistfort Street

### **2017 Meeting Schedule**

- 2017 meeting schedule was distributed

### **Miscellaneous**

- Julie – Walk ‘n Knock is December 3.
- Tamara – Washington Film Works will feature Chehalis as a place to film movies.
- Dr. Pope – Christmas dinner for those in need is December 18 at the Eagles from 11:00 to 2:00. Donations are welcomed.
- Dr. Pope – Suggested reviewing previous studies, such as the Hyett/Palma study done several years ago.
- Andy – Evening with the Authors is tonight from 4:30 to 5:30 for members, and opens for the public at 5:30.

The meeting adjourned at 9:45 am.

**Next meeting is Friday, January 13, 8:30 to 9:30 am.**

Minutes respectfully submitted by Caryn Foley, City Clerk.