A G E N D A
CITY COUNCIL MEETING
CENTRALIA, ILLINOIS
Monday
March 12, 2007
6:00 p.m.

1. CALL TO ORDER BY MAYOR JOHN STUEHMEIER

ROLL CALL	**PRESENT**	**ABSENT**
Mayor Stuehmeier		
Councilman Conners		
Councilman Stover		
Councilman Ault		
Councilman Stanford		

2. PRAYER AND PLEDGE OF ALLEGIANCE

3. AMENDMENTS AND/OR ADDITIONS TO AGENDA

4. PUBLIC PARTICIPATION

5. CONSENT AGENDA

1. Approval of Minutes of the February 26, 2007 City Council Meeting
2. Approval of Payrolls and Vouchers in the Amount of $708,818.41
3. Approval of Request to Solicit for Funds – Disabled Veterans – *Allows for group to solicit for funds at the intersection of Broadway and Pullen on Friday, June 8th and Saturday, June 9th from 9 am to 5 pm*
4. Approval of Request to Solicit for Funds – Centralia Relay for Life – *Allows for the group to solicit for funds at the intersection of Broadway and Pullen on Saturday, March 24th from 10 am to 2 pm*
5. A Resolution Approving a Consulting Agreement with LFS Consulting Services for the Operation of the City Wastewater Treatment Plant – *Allows for the execution of an Agreement with Frank Sharp to continue to oversee the operation of the WWTP until his replacement can obtain his Class I Certified IEPA Operator's License*
6. A Resolution Approving a Grant Agreement between the City of Centralia and the Department of Commerce & Economic Opportunity (DCEO) through the Tourism Attraction Program (TAP) for Improvement of the Illinois Theater – *Allows for the execution of a Grant Agreement with the DECO in the amount of $154,506.81*
7. A Resolution Authorizing the Submission of a Grant Request to the State of Illinois's Small Equipment Grant Program for the Purchase of Various Fire Fighting Equipment – *Allows for the submission of a grant application in the amount of $14,785.92 for the Fire Department*
8. A Resolution Approving an Agreement with the South Central Regional Planning & Development Commission (SCIRP&DC) for Grant Management Services – *Allows for the execution of a Grant Management Services Agreement with SCIPR&DC in the amount of $15,000 for the management of the CDAP grant awarded to the City for the Heritage Woods Project*
9. A Resolution Amending Resolution No. R06-173 Setting Regular Meeting Dates for the Centralia City Council for Calendar Year 2007 – *Amends the original Resolution approved in December 2006 to change the second meeting date in March from Monday, March 26th to Monday, March 19th*
10. A Resolution Approving Pay Request No. 8 from Arcturis for Professional Services Associated with the Comprehensive Plan Update – *Allows for the payment of $1,220 to Arcturis for work completed from December 1 through December 31, 2006*

6. REPORTS AND COMMUNICATIONS

7. BIDS

1. Approval of Bids for Team T-Shirts for all Recreation Programs for the Years 2007, 2008, and 2009

7. BIDS (Continued)

2. Approval of Bid for Raccoon Lake Roadway Improvements
3. Approval of Bid for the Replacement of Tile and Carpet at City Hall

8. ORDINANCES

1. An Ordinance Establishing a Historic Preservation Commission

9. RESOLUTIONS

1. A Resolution Approving the Release of Appraisal Information Regarding Raccoon Lake Lease Sites
2. A Resolution Approving a Contract for Appraisal Services between the City of Centralia and DJ Howard & Associates, Inc.
3. A Resolution Authorizing the Sale of Certain Surplus Real Estate – Meadow Lane
4. A Resolution Authorizing the Sale of Certain Surplus Real Estate – Craig Lane
5. A Resolution Authorizing the Sale of Certain Surplus Real Estate – Moonglow Road

10. OTHER BUSINESS

11. UNFINISHED BUSINESS

1. Discussion Regarding City Easement on Raccoon Lake Plats

12. REPORTS

1. Mayor –
2. Council Members –
3. City Manager – Closed Session 5 ILCS 120/2 (c)(6) Sale or Lease of Real Estate
4. City Attorney –

13. ADJOURNMENT

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Community Development & Planning **DATE: 3/8/07** **AGENDA ITEM: #5-10**

SUBJECT: A Resolution Approving Pay Request No. 8 from Arcturis for Professional Services Associated with the Comprehensive Plan Update

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

This invoice is for work performed in December, and Garrett confused it for an invoice that had already been paid.

Arcturis continues to work on the Comprehensive Plan. They are working on an updated timeline for completion, and at this point still hope to be completed within the coming month. Additional updates and meeting schedules will be provided to the Council as more plans develop.

DOCUMENTS ATTACHED:

Invoice
Resolution

STAFF RECOMMENDATIONS:

I recommend payment of this invoice

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing Payment of $1,220 to Arcturis for work completed on the Comprehensive Plan Update

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Economic Development Director **DATE:** 03/8/07 **AGENDA ITEM: #5-8**

SUBJECT: **A Resolution Approving an Agreement with the South Central Regional Planning & Development Commission (SCIRP&DC) for Grant Management Services**

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Through the assistance of South Central Illinois Regional Planning and Development Commission (SCIRP&DC) the City was awarded a CDAP Grant in the amount of $252,553 for the construction of a 7,600 foot waterline to serve Heritage Woods, a 74-unit senior citizen supportive living center on SR 161. The project represents a private investment of $6.4 million and the creation/retention of 35 jobs.

On March 13, 2006 the City approved a Grant Writing Services contract with SCIRP&DC in the amount of $2,500 for the submittal of a CDAP grant to the Illinois Department of Commerce and Economic Opportunity, with the intention of contracting for "grant management services" upon the award of the CDAP grant.

The new agreement with SCIRP&DC is for Grant Management Services in the amount of $15,000. A full list of services provided by SCIRP&DC is included in Section A of the agreement and generally includes documenting, complying, and processing all the necessary paperwork to manage the CDAP grant. The cost of $15,000 is being paid from the CDAP grant itself. The CDAP grant of $252,553 is comprised of: 1) $198,400 for construction, 2) $39,000 for engineering, and 3) $15,153 for grant administration.

DOCUMENTS ATTACHED:

Resolution
Grant Management Services Agreement with SCIRP&DC

STAFF RECOMMENDATIONS:

The Economic Development Department recommends approval.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving a Grant Management Agreement with SCRIP&DC in the amount of $15,000

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Recreation Director **DATE:** 03/06/07 **AGENDA ITEM: #7-1**

SUBJECT: Approval of Bids for Team T-Shirts for all Recreation Programs for the Years 2007, 2008, and 2009

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Bids were received for team t-shirts for all of the recreation programs including, softball, baseball, and soccer for the next 3 years. Bids were received and are attached. Totals are as follows:

	2007	2008	2009
Winning Edge	**$9,647.00**	**$10,192.00**	**$11,135.00**
SMP Screen Printing	**$8,118.60**	**$ 8,118.60**	**$ 8,118.60**

DOCUMENTS ATTACHED:

Bids Specification Sheet
Bids Received

STAFF RECOMMENDATIONS:

Staff proposed going with the low bid from SMP Screen Printing. SMP has worked very well with the Recreation Department in the past and has the lowest and most responsive bid.

MANAGER'S COMMENTS:

I recommend approval of the low bid from SMP Screen Printing.

COUNCIL ACTION: Approval of Low Bid from SMP Screen Printing in the amount of $8,118.60 for 2007, $8,118.60 for 2008 and $8,118.60 for 2009.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Public Works & Engineering **DATE**: 3/08/07 **AGENDA ITEM: #7-3**

SUBJECT: Approval of Bids for Replacement of Tile and Carpet at City Hall – Low bid - Centralia Home Center

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

City Staff budgeted for the installation of new carpet and tile at City Hall. Bid packets were handed out to all local contractors. A mandatory pre-bid job walk-thru was held on February 27 with only two contractors attending (Brothers Carpet/Johannes Construction, and Centralia Home Center). Bids were opened on March 6, 2007 with Centralia Home Center submitting the only bid.

As part of this Bid Specification, bids were solicited for installation of carpet at both the West Side Fire Station and the Airport. This work was budgeted and approved in the 2007 budget. Bids were higher than budgeted, however, preliminary contact with the low bidder, the Centralia Home Center will work with the City to reduce the bid cost. This will be done by 1) using City workers to assist with moving furniture during this work; 2) by installing new tile without removing the existing tile; and 3) using City workers to install the cove base. As part of the Bid Specifications, the City had agreed to be responsible for providing the contractor a dumpster for disposal of construction debris, and responsible for the transportation and disposal of this container.

DOCUMENTS ATTACHED:

Bid Tabulation Sheet

STAFF RECOMMENDATIONS:

I recommend approval of this bid from Centralia Home Center. The alternate bid for the installation of carpet at the West Side Fire Station will NOT be approved. The bid for this item was double what was budgeted for this project.

The total contract will be as such:	Carpet and tile City Hall	$ 25,925.00
	Carpet at Airport	$ 2,635.53
	TOTAL	$ 28,560.53
	Deduct for using City workers to move furniture and install cove base; existing tile to remain	($ 3,350)
	TOTAL CONTRACT	**$ 25,210.53**
	(Total budgeted for project:	$ 24,781)

MANAGER'S COMMENTS:

I recommend approval of the low bid from Centralia Home Center.

COUNCIL ACTION: Approval of Low Bid from Centralia Home Center for Carpet and tile at the Airport and City Hall.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Project Manager **DATE:** 3/6/07 **AGENDA ITEM: #9-2**

SUBJECT: A Resolution Approving a Contract for Appraisal Services between the City of Centralia and DJ Howard & Associates, Inc.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

After release of the appraisals performed by Zieba and with major concerns regarding comparables used and consistency of the appraisals, City staff has contacted Donna Howard of DJ Howard & Associates, Inc to reappraise 2 parcels of property, 1 on-water lot and 1 off-water lot, in each of the 12 subdivisions on Raccoon Lake for a total of 24 lots. DJ Howard was staff's second choice from the original Request for Proposal process completed in June 2006.

Because the appraisals are a critical component in funding the improvements to Raccoon Lake and the new appraisals will be used to replace values established by Zieba, staff has asked that they be completed in a short time frame. Due to this short time frame, the cost for each appraisal is slightly higher than a normal appraisal fee. DJ Howard & Associates has written a proposal which would provide appraisal services for 24 parcels for a fee not to exceed $9,480, or $395 per appraisal report. The anticipated date for completion is April 11, 2007.

DOCUMENTS ATTACHED:

Resolution
Contract with DJ Howard & Associates

STAFF RECOMMENDATIONS:

Staff recommends the approval of the contract with DJ Howard & Associates as they have the required experience, appropriate license and are able to produce a quality product in a short time frame.

MANAGER'S COMMENTS:

I recommend approval of this contract.

COUNCIL ACTION: Approval of Resolution Approving a Contract with DJ Howard & Associates for the Appraisal of 24 lots around Raccoon Lake in the Amount of $9,480

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 3/8/07 **AGENDA ITEM: #5-9**

SUBJECT: A Resolution Amending Resolution No. R06-173 Setting Regular Meeting Dates for the Centralia City Council for Calendar Year 2007

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The City Council established regular meeting dates for 2007 via a resolution approved in December 2006. The City Manager has an economic development training through the Oklahoma University Economic Development Institute (OU-EDI) scheduled for the week of March 26th in Indianapolis, Indiana that would make it impossible for him to attend the March 26th scheduled meeting. Therefore, it is being proposed to schedule the second Council meeting in March a week earlier on Monday, March 19, 2007.

DOCUMENTS ATTACHED:

Resolution

STAFF RECOMMENDATIONS:

Staff recommends approval of the change as it will not affect billing procedures or any prior noticed ordinances or bids.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing the Change of the Monday, March 26, 2007 City Council Meeting to Monday, March 19, 2007

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Fire Chief **DATE:** 3/8/07 **AGENDA ITEM: #5-7**

SUBJECT: **A Resolution Authorizing the Submission of a Grant Request to the Small Equipment Grant Program for the Purchase of Various Fire Fighting Equipment**

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Fire Chief Kracht has completed the required application and provided the necessary documentation to apply for assistance through the State of Illinois' Small Equipment Grant Program. This program has a limit of $26,000 to any department and the funds must be used to purchase "small tools or equipment that is stored or carried on fire apparatus that respond to emergency situations".

The department has outlined the following equipment to be purchased:
Rescue Airbag Set (5-7 bags)
Folding Water Tank (2,500 gallons)
One Hour SCBA (Self-contained Breathing Apparatus) Spare Bottles (five)
EMS Equipment and Supplies (4 apparatus)

The folding water tank is specifically intended to fight fires in rural areas such as around Raccoon Lake where access to water is a problem. This tank can be unfolded and water can be dumped from a tanker or drawn from a hydrant and placed in the tank to provide supply.

The total estimated cost for these items is $14,785.92. The deadline for this grant application is March 15, 2007.

DOCUMENTS ATTACHED:

Resolution
Grant Application
Program Guidelines

STAFF RECOMMENDATIONS:

Staff recommends approval of this application.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing the Submission of a Grant Request to the State of Illinois' Small Equipment Grant Program for the amount of $14,785.92

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Community Development & Planning **DATE**: 3/8/07 **AGENDA ITEM: #8-1**

SUBJECT: An Ordinance Amending the Centralia Municipal Code to Establish the Centralia Preservation Commission

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

This is the commission that would implement the strategies and practices outlined by Joe Hinton in our work session held on February 5, 2007. The presence of such a commission will allow us to apply for historic preservation grant dollars for redevelopment projects, as well as qualify for various certifications – each of which opens up additional grant opportunities. Examples of these certifications are Illinois Main Street Community, Preserve America Community and Certified Local Government.

The ordinance under consideration would only create the commission within the City of Centralia Municipal Code. The membership of the Commission will not be appointed at this time. Also, much of the work rules and specifics of how the commission will work, and exact priorities are not yet specified. We anticipate that the preservation districts will become part of the Zoning Code, through some form of overlay, but his is also not established yet. The new Commission membership along with the Plan and Zoning Commission will generate recommendations for such action as they begin meetings.

DOCUMENTS ATTACHED:

Ordinance

STAFF RECOMMENDATIONS:

With the amount of historic properties that we have in Centralia, the presence of such a commission will be an important part of our restoration efforts, including marketing historic tourism.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of an Ordinance Establishing a Centralia Preservation Commission (not membership yet)

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Public Works and Engineering **DATE:** 3/8/07 **AGENDA ITEM: #7-2**

SUBJECT: Approval Bids for Raccoon Lake Roadway Maintenance – Howell Paving/General Contractors

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Department of Public Works and Engineering solicited bids for Roadway Maintenance for Raccoon Lake Roads. Six bid packets were handed out to contractors, however, only one bid was received.

The proposed work consists of grading and shaping roads, filling potholes, and providing aggregated surface on various roadways around Raccoon Lake.

The original engineering estimate for this project was $30, 288.50 for the lease road improvements. The bid also included an alternate for applying a pug-milled mixture of CA-6 rock and emulsified asphalt to the roadways ($20,390.52). This alternate will be accepted as well, however, the City plans to use this pug-milled product on Raccoon Lake roadways as well as City streets. The City has $45,000 budgeted for this project. Once this project is complete, we will investigate similar improvements to the lease roads around Lake Centralia which are not maintained by Raccoon Township. This planning will begin in 2007 for implementation in 2008.

DOCUMENTS ATTACHED:

Bid Tabulation Sheet

STAFF RECOMMENDATIONS:

I recommend approval of this bid.

MANAGER'S COMMENTS:

The City is making a large commitment to the lease holders by spending these funds on the improvement of the lease roads. There has always been an unwritten agreement between leaseholders and the City that they are to pay for improvements in the form of oil, rock and pothole patching, etc. We are making a shift from this agreement and proactively spending funds towards the improvement of the roads. It is also important to remember that this bid will not bring the roads to a high level of service but will improve their condition. As we have stated in the past, once the leases are sold and the property annexed to the City, the City will receive MFT funding that will be used to maintain the roads. I recommend approval of this bid.

COUNCIL ACTION: Approval of Bid from Howell Paving in the amount of $50,088.39.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Community Development & Planning **DATE**: 3/8/07 **AGENDA ITEM: #5-6**

SUBJECT: A Resolution Approving a Grant Agreement between the City of Centralia and the Department of Commerce & Economic Opportunity (DCEO) through the Tourism Attraction Program (TAP) for Improvement of the Illinois Theater

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Grant Application was developed by Garrett Anderson and Dee Boswell of Downtown Centralia Illinois Theater, Inc. The Grant amount is $154,506.81 which is designated for the purchase and installation of seating, the HVAC system, and the Sound system for the theater. The actual value of these items is $309,013.62. The grant will pay for 50% and the Illinois Theater board will pay for the other half, primarily through City of Centralia TIF funding, as well as pledged donations of volunteer labor from the Kaskaskia College building trades classes, as directed by Pete Donnelly, and valued at $38,626.70. The City of Centralia match from TIF 3 funds is $115,880.11.

DOCUMENTS ATTACHED:

Selected pages from the Grant Agreement with DCEO (Illinois Tourism Bureau)
Resolution

STAFF RECOMMENDATIONS:

I recommend approval of this agreement.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving a Grant Agreement and Accepting $154,506.81 in funding from DCEO/Illinois Tourism Bureau

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 3/8/07 **AGENDA ITEM: #5-5**

SUBJECT: A Resolution Approving a Consulting Agreement with LFS Consulting Services for the Operation of the City Wastewater Treatment Plant

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Since Frank Sharp has announced his retirement from the City effective June 2007, the City will not have an operator with the proper Class I Certified IEPA Operator License. Frank's replacement, Perry White, will obtain his license over the next 1-2 years but in the meantime, we will need to retain Frank as a consultant to properly oversee the operation of the Wastewater Treatment Plant. This agreement is begin required by the IEPA as a requirement of maintaining our operating permit. The conditions of compensation for LFS Consulting Services have been established by resolution in Frank Sharp's retirement agreement approved on February 22, 2007.

DOCUMENTS ATTACHED:

Agreement
Resolution

STAFF RECOMMENDATIONS:

Staff has reviewed this document with the City Attorney and feels that it provides a sound agreement which will keep the City in compliance with any State requirements.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving an Agreement between the City and LFS Consulting Services for the Operation of the Wastewater Treatment Plant

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 3/8/07 **AGENDA ITEM: #9-4**

SUBJECT: A Resolution Authorizing the Sale of Certain Real Estate – Craig Lane

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the January 8, 2007 meeting, the City Council advertised five lots around Raccoon Lake as Surplus Property and accepted sealed bids on February 12, 2007. Only 12 bids were received and those bids were only on two of the advertised lots. The remaining three lots received no bids. According to State Statute and the laws governing a municipality's authority to sell surplus property, if bids are not received then the City Council can authorize the City Manager to conduct a private sale of the property. This resolution gives the City Manager that authority. The City Council gave this authority to the City Manager in 2005 in order to negotiate a sale of the Perko House located at the Airport.

The conditions of sale are outlined in the resolution and require an annexation agreement at time of sale, an earnest money deposit of $250, and a requirement that the buyer follow approved restrictive covenants as attached in Exhibit A.

DOCUMENTS ATTACHED:

Resolution
Exhibit A – Restrictive Covenants

STAFF RECOMMENDATIONS:

Staff recommends the approval of this resolution.

MANAGER'S COMMENTS:

I recommend approval of this resolution.

COUNCIL ACTION: Approval of Resolution Authorizing City Manager to Negotiate a Sale of Surplus Property on Raccoon Lake located on Craig Lane

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 3/8/07 **AGENDA ITEM: #9-3**

SUBJECT: A Resolution Authorizing the Sale of Certain Real Estate – Meadow Lane

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the January 8, 2007 meeting, the City Council advertised five lots around Raccoon Lake as Surplus Property and accepted sealed bids on February 12, 2007. Only 12 bids were received and those bids were only on two of the advertised lots. The remaining three lots received no bids. According to State Statute and the laws governing a municipality's authority to sell surplus property, if bids are not received then the City Council can authorize the City Manager to conduct a private sale of the property. This resolution gives the City Manager that authority. The City Council gave this authority to the City Manager in 2005 in order to negotiate a sale of the Perko House located at the Airport.

The conditions of sale are outlined in the resolution and require an annexation agreement at time of sale, an earnest money deposit of $250, and a requirement that the buyer follow approved restrictive covenants as attached in Exhibit A.

DOCUMENTS ATTACHED:

Resolution
Exhibit A – Restrictive Covenants

STAFF RECOMMENDATIONS:

Staff recommends the approval of this resolution.

MANAGER'S COMMENTS:

I recommend approval of this resolution.

COUNCIL ACTION: Approval of Resolution Authorizing City Manager to Negotiate a Sale of Surplus Property on Raccoon Lake located on Meadow Lane

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 3/8/07 **AGENDA ITEM: #9-5**

SUBJECT: A Resolution Authorizing the Sale of Certain Real Estate – Moonglow Road

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the January 8, 2007 meeting, the City Council advertised five lots around Raccoon Lake as Surplus Property and accepted sealed bids on February 12, 2007. Only 12 bids were received and those bids were only on two of the advertised lots. The remaining three lots received no bids. According to State Statute and the laws governing a municipality's authority to sell surplus property, if bids are not received then the City Council can authorize the City Manager to conduct a private sale of the property. This resolution gives the City Manager that authority. The City Council gave this authority to the City Manager in 2005 in order to negotiate a sale of the Perko House located at the Airport.

The conditions of sale are outlined in the resolution and require an annexation agreement at time of sale, an earnest money deposit of $250, and a requirement that the buyer follow approved restrictive covenants as attached in Exhibit A.

DOCUMENTS ATTACHED:

Resolution
Exhibit A – Restrictive Covenants

STAFF RECOMMENDATIONS:

Staff recommends the approval of this resolution.

MANAGER'S COMMENTS:

I recommend approval of this resolution.

COUNCIL ACTION: Approval of Resolution Authorizing City Manager to Negotiate a Sale of Surplus Property on Raccoon Lake located on Moonglow Road

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Clerk **DATE:** 3/1/07 **AGENDA ITEM: #5-3**

SUBJECT: Approval of Request to Solicit for Funds– Disabled American Veterans

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

James Fletcher, representing the Egyptian Gateway Chapter 76 Disabled American Veterans, is requesting permission to solicit for funds on the corner of Broadway and Pullen on Friday, June 8 and Saturday, June 9, 2007 from 9:00 a.m. to 5:00 p.m. for their "Forget Me Not" Drive.

They will need to provide a certificate of insurance.

DOCUMENTS ATTACHED:

Application

STAFF RECOMMENDATIONS:

Staff recommends approval contingent upon a valid certificate of insurance

MANAGER'S COMMENTS:

I recommend approval contingent upon a valid certificate of insurance.

COUNCIL ACTION: Approval of Request to Solicit at Corner of Broadway & Pullen on Friday, June 8, 2007 and Saturday, June 9, 2007.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Clerk **DATE:** 3/5/07 **AGENDA ITEM: #5-4**

SUBJECT: Approval of Request to Solicit for Funds – Centralia Relay for Life

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

D. Ann Davenport, representing Centralia Relay for Life, is requesting permission to solicit for funds on the corner of Broadway and Pullen on Saturday, March 24, 2007 from 10:00 a.m. until 2:00 p.m.

She is aware of the need for a certificate of insurance.

DOCUMENTS ATTACHED:

Application

STAFF RECOMMENDATIONS:

Staff recommends approval, contingent upon a valid certificate of insurance

MANAGER'S COMMENTS:

I recommend approval contingent upon a valid certificate of insurance.

COUNCIL ACTION: Approval of Request to Solicit at Corner of Broadway & Pullen on Saturday, March 24, 2007.