AG E N D A

CITY COUNCIL MEETING
CENTRALIA, ILLINOIS

Monday
September 8, 2008
6:00 p.m.

1. CALL TO ORDER BY MAYOR REBECCA AULT

ROLL CALL	**PRESENT**	**ABSENT**
Mayor Ault		
Councilman Ashby		
Councilman Clark		
Councilman Kalert		
Councilman Jones		

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 August 22, 2008 City Council Work Session
2. Approval of Minutes of the August 25, 2008 City Council Work Session
3. Approval of Minutes of the August 25, 2008 City Council Meeting
4. Approval of Minutes of the August 28, 2008 City Council Work Session
5. Approval of Payrolls and Vouchers in the Amount of $931,894.35
6. An Ordinance Waiving Application of Section Four and Five of Ordinance O94-33 and Approving the Transfer of Certain Lake Centralia Leases – #E-2, #E-3 and #E-4 – *Allows for the transfer of lease interests from Kris Kourdouvelis to Kirk and Melodee Freels*
7. A Resolution Approving Pay Request No. 3 to Curl and Associates, Inc. for Design Engineering Services for the Country Club Road Overlay and Drainage Improvement Project – *Allows for the payment of $11,896.25 to Curl & Associates for services rendered through August 27th*
8. A Resolution Approving Pay Request No. 2 to Howell Asphalt Company & Howell Paving, Inc. for Construction Services for the Southeast Quadrant of the 2008-2009 MFT Street Improvement Project – *Allows for the payment of $241,285.69 for services rendered through August 31st*
9. An Ordinance Amending the Centralia Municipal Code to Establish a Speed Limit on Watts Lane Within Centralia City Limits – *Allows for the establishment of a 15 MPH speed limit on Watts Lane*
10. An Ordinance Authorizing the Sale of Surplus Real Estate – *Declares the City owned property located at 542 N. Locust and 308 N. Maple surplus in order to allow the sale or donation of said property*
11. A Resolution Approving an Environmental Access License with Speedway SuperAmerica LLC (SSA) to Allow Access City Right of Way on Pullen Boulevard Across from 638 W. Broadway to Complete Investigation at the Direction of the Illinois Environmental Protection Agency (IEPA) – *Allows Speedway access to City right of way in order to perform an investigation of subsurface conditions in the vicinity of 638 W. Broadway*
12. Approval of Request for the Temporary Closure of the 800 Block of Cormick Street – Neighborhood Block Party – *Allows for the closure of the 800 Block of Cormick Street on Saturday, September 13th from 5 pm to 10 pm*
13. A Resolution Authorizing the Temporary Closure of Streets for the Halloween Children's Parade – *Allows for the closure of portions of Broadway, Sycamore, Locust, and 2nd Streets for the route of the Children's Parade on Saturday, October 25th from noon until 3 pm*

6. REPORTS AND COMMUNICATIONS

7. BIDS

8. ORDINANCES

1. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Greg & Deborah Tinsley – 1906 Shook Lane, Lease #A-10-10

8. ORDINANCES (Continued)

2. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Mark Ball as Surplus Property – 1228 Firefly Lane, Lease #A-10-4
3. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Alicia Hollingsead – 1918 Dunbar Lane, Lease #B-10-3
4. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to DiAnn Caraker – 1865 Moonglow Road, Lease #E-10-10
5. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Marcy Cates – 1859 Moonglow Road, Lease #E-10-3
6. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Fred & Peggy Johnson as Surplus Property – 1833 Possum Lane, Lease #G-10-4
7. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Gerald & Darline Ring – 910 Chipwood Lane, Lease #I-9-13
8. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to John & Judy Paskavich – 861 Chipwood Lane, Lease #I-9-9
9. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Matthew & Sibylle Wolfe – 2531 Meadow Lane, Lease #K-10-6
10. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Harold & Shan Stover – 2523 Meadow Lane, Lease #K-10-9
11. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Jeffrey & Alecia Dahlquist – 2211 Raccoon Lane, Lease #L-9-2
12. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to John Merritt (Bessie Neumann McDowell) – 1658 Moonglow Road, Lease #M-10-13
13. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Marsha Merritt (Pamela Freeman) – 1660 Moonglow Road, Lease #M-10-14
14. An Ordinance Approving the Installment Agreement for Deed and Authorizing the Sale of Real Estate Leased to Michael Doolen – 1614 Moonglow Road, Lease #M-10-4
15. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Ricky Redman (John & Marsha Merritt) – 1662 Moonglow Road, Lease #M-10-8
16. An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to William Crain – 1173 Cricket Lane, Lease #D-9-4
17. An Ordinance Amending the Water Rates Provisions of the Centralia Municipal Code

9. RESOLUTIONS

1. A Resolution Declaring Certain Real Estate Leased to Thomas & Mary Keeley as Surplus Property – 1606 Moonglow Road, Lease #M-10-5
2. A Resolution Declaring Certain Real Estate Leased to Thomas & Mary Keeley as Surplus Property – 832 Arbor Lane, Lease #A-9-2
3. A Resolution Declaring Certain Real Estate Leased to Michael Hollingsead as Surplus Property – 1907 Dunbar Lane, Lease #B-10-4
4. A Resolution Declaring Certain Real Estate Leased to Steve Rupe as Surplus Property – 1843 Lackey Lane, Lease #H-10-7
5. A Resolution Declaring Certain Real Estate Leased to Thomas & Mary Keeley as Surplus Property – 1806 Mercer Lane, Lease #J-11-3
6. A Resolution Declaring Certain Real Estate Leased to K & M Links, Inc. as Surplus Property – 1750 Tee Lane, Lease #L-9-4, #L-9-5 & #L-9-6
7. A Resolution Declaring Certain Real Estate Leased to Melvin & Eileen Bushong (Perin Little) as Surplus Property – 2527 Meadow Lane, Lease #K-10-5
8. A Resolution Declaring Certain Real Estate Leased to Jerry & Saundra Morris (Melvin Knolhoff) as Surplus Property – 1738 Moonglow Road, Lease #L-10-2
9. A Resolution Declaring Certain Real Estate Leased to Gary & Penny Sprehe as Surplus Property – 2509 Meadow Lane, Lease #K-10-13
10. A Resolution Declaring Certain Real Estate Leased to Charles & Cleva Setzekorn as Surplus Property – 1625 N. Campground Road, Lease #N-10-14 & #N-10-15
11. A Resolution Declaring Certain Real Estate Leased to Donald & Donna Poiter as Surplus Property – 813 Chipwood Lane, Lease #I-9-5
12. A Resolution Declaring Certain Real Estate Leased to Alice Hood & Regina Barwikowski as Surplus Property – 1750 Moonglow Road, Lease #L-10-4
13. A Resolution Declaring Certain Real Estate Leased to Willis Phillips as Surplus Property – 1865 Dogwood Lane, Lease #C-9-1
14. A Resolution Declaring Certain Real Estate Leased to Kevin McClain as Surplus Property – 1179 Cricket Lane, Lease #D-9-5

9. RESOLUTIONS (Continued)

15. A Resolution Declaring Certain Real Estate Leased to Alen Prosise as Surplus Property – 1576 Moonglow Road, Lease #P-11-1
16. A Resolution Approving a Loan Agreement with Kevin W. McClain of Kevin McClain Investigations, Inc. from the Centralia Opportunity Fund
17. A Resolution Establishing a List of Priorities for the City of Centralia for 2009-2010
18. A Resolution of Understanding between the Tax Increment Finance (TIF) District No. 2 Joint Review Board (JRB) and the City of Centralia for Disposition of TIF District No. 2 Funds and Planned Public Works Projects
19. A Resolution Approving a Bid with Shores Builders, Inc. for the Country Club Overlay and Drainage Improvement Project
20. A Resolution Approving a Proposal from DePew & Owen Builders, Inc. for Various Concrete Work at the Intersection of S. Maple Street and E. 7th Street
21. A Resolution Accepting a Proposal from S&M Basements for the Installation of Concrete Footings and Concrete Floors for the Fairview Park Restroom Project
22. A Resolution Waiving the Bidding Requirements and Accepting a Proposal from Nehrt Masonry for Masonry Work for the Fairview Park Restroom Project
23. A Resolution Rejecting Bids for the Lease/Purchase of a New Track Hydraulic Excavator and Directing Staff to Re-solicit Bids
24. A Resolution Rejecting Bids for the Demolition of Unsafe and Derelict Residential Structures Within the City of Centralia and Directing Staff to Re-solicit Bids
25. A Resolution Approving Change Order No. 2 to the Contract with J.K. Trotter & Sons, Inc. for the College Avenue Sanitary Sewer Rehabilitation Project

10. OTHER BUSINESS

11. UNFINISHED BUSINESS

12. REPORTS

1. Mayor –
2. Council Members –
3. City Manager –
4. City Attorney –

13. ADJOURNMENT

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Clerk **DATE:** 9/5/08 **AGENDA ITEM: #5-6**

SUBJECT: **An Ordinance Waiving Application of Section Four (4) and Five (5) of Ordinance No. O94-33 and Approving the Transfer of Certain Lake Centralia Leases #E-2, #E-3, and #E-4**

STRATEGIC PLAN LINK:
FOCUS AREA 7: CITIZEN SERVICE
Objective 7.10 – Work to assure compliance with City rules and policies
Action Item 7.10.1 – Assist residents comply with City Ordinances (rules) and Resolutions (policies)
Critical Link 2 - Act as liaison between residents and Council

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Ordinance No. O94-33 does not allow for the transfer of a lease site without a permanent structure. It also does not allow one person to hold more than one lake lease site. On July 14, 2008, the City Council approved a Resolution to acquire easements owned by Kris Kourdouvelis and/or Seip Oil Company for a sewer improvement project. As a part of that Resolution, the Council agreed to allow Mr. Kourdouvelis to sell these leases. This Ordinance waives the application of Ordinance No. O94-33 which prohibited the transfer of these leases to one individual.

DOCUMENTS ATTACHED:

Ordinance
Letter of Request

STAFF RECOMMENDATIONS:

Staff recommends approval of this agreement.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Ordinance Allowing for the Transfer of Lease Interests from Kris Kourdouvelis to Kirk Freels.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #5-7**

SUBJECT: **A Resolution Approving Pay Request No. 3 to Curl and Associates, Inc. for Design Engineering Services for the Country Club Road Overlay and Drainage Improvement Project**

STRATEGIC PLAN LINK:
FOCUS AREA 4: IMPROVED TRANSPORTATION NETWORK

Objective 4.4 - Pursue local, state and federal funding sources to finance transportation capital improvement projects consistent with City priorities.

Action Item 4.4.1 - Utilize F.A.U. and M.F.T. funds for road improvements based upon Pavement Protection Program.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

On February 28, 2008, the City Council approved an Engineering Services Agreement with Curl & Associates for the design of the Country Club Road Overlay and Drainage Improvement Project. Work to date has included surveying, drafting for said project and final plan creation. The project is now ready to solicit and a notice was published in the Sentinel on Thursday, August 7th with a bid opening scheduled for Tuesday, August 26th at 10:00 am. The estimate for the project is $900,000 with $50,000 planned for contingency and $150,000 for engineering for a total project cost of $1,100,000. After receiving bids on August 26th and after a meeting with the JRB on August 28th, it was decided to scale the project back to about $750,000 construction with $100,000 in engineering for a total project cost of $850,000.

DOCUMENTS ATTACHED:

Resolution
Curl Invoice #1506

STAFF RECOMMENDATIONS:

Staff recommends approval of the pay request.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing the Payment of Pay Request No. 3 in the amount of $11,896.25 to Curl & Associates for Work Completed on the Country Club Road Overlay and Drainage Improvement Project.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/5/08 **AGENDA ITEM: #5-8**

SUBJECT: **A Resolution Approving Pay Request No. 2 to Howell Asphalt Company & Howell Paving, Inc. for Construction Services for the Southeast Quadrant of the 2008 – 2009 MFT Street Improvement Project**

STRATEGIC PLAN LINK:
FOCUS AREA 4: IMPROVED TRANSPORTATION NETWORK

Objective 4.4 - Pursue local, state and federal funding sources to finance transportation capital improvement projects consistent with City priorities.

Action Item 4.4.1 - Utilize F.A.U. and M.F.T. funds for road improvements based upon Pavement Protection Program.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

City staff along with Curl and Rhutasel inspected the current condition of Centralia City streets. It was determined that each of the three would independently rank the condition of each road using the following criteria:

1. Average Daily Traffic (ADT)
2. Rideability (or the smoothness/bumpiness of the road)
3. Drainage (how much standing water appears on the road, gutters, or ditches)
4. Potholes or Cracks (the existence of defects)

Each street in Centralia was driven and ranked from September 7, 2007 through November 9, 2007. The rankings were from 1-10 (a 10 represents a highest need for repairs) and the total rankings by all three professionals were combined into a final Grand Total. The City was divided into four quadrants divided East-West by Elm Street and North-South by Noleman Street. After discussions with the Council, staff worked with Rhutasel to create plans and specifications for the improvements. These plans and specifications went out for bids in May 2008 and were opened on June 3, 2008. Howell Asphalt Company was the only bidder on the project with a price of $489,348.54. This bid was below the Engineers Estimate of $496,932 and deemed responsive and responsible. The bid was awarded at the June 30, 2008 City Council meeting.

The following streets are included in the bid:

Third Street – US 51 to Lincoln
Fourth Street – US 51 to Lincoln
Sixth Street – US 51 to Lincoln
Thirteenth Street – US 51 to Lincoln
Maple Street – Seventh to Noleman
Pine Street – One Block in front of Irving School

DOCUMENTS ATTACHED:

Resolution
Rhutasel & Associates Engineer's Pay Estimate

STAFF RECOMMENDATIONS:

Staff recommends approval of the pay request.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing the Payment of Pay Request No. 2 in the amount of $241,285.69 to Howell Asphalt Co. & Howell Paving, Inc. for Work Completed on the 2008 – 2009 MFT Street Improvement Project.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/05/08 **AGENDA ITEM: #5-9**

SUBJECT: An Ordinance Amending the Centralia Municipal Code to Establish a Speed Limit on Watts Lane within the Centralia City Limits.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The City Manager received a letter from Lisa Metcalf who operates a Day Care Facility in her residence on Watts Lane. Ms. Metcalf has requested that speed limit signs be posted as well as signage stating that there are Children at Play. Staff has reviewed the situation and has concurred that the posted speed limit should be 15 miles per hour. Public Works will also order a few Children at Play signs and have them posted near Ms. Metcalf's residence.

DOCUMENTS ATTACHED:

Ordinance
Letter of Request from Resident on Watts Lane

STAFF RECOMMENDATIONS:

Staff recommends approval of this request.

MANAGER'S COMMENTS:

I recommend approval of the 15 MPH speed limit and the posting of the signs.

COUNCIL ACTION: Approval of Ordinance Amending the Municipal Code and Adding Watts Lane to the List of Streets with a Speed Limit of 15 MPH.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Clerk **DATE:** 9/5/08 **AGENDA ITEM: #5-10**

SUBJECT: An Ordinance Authorizing the Sale of Surplus Real Estate

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The City has acquired the following properties through demolition proceedings as abandoned property and the continued ownership of said real estate is no longer useful or desirable the City:

542 N. Locust
308 N. Maple

The City shall accept sealed bids for the sale of each parcel after proper publication.

DOCUMENTS ATTACHED:

Ordinance

STAFF RECOMMENDATIONS:

Staff recommends approval.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Ordinance Authorizing Staff to Notice for Sale Two Lots which are considered as Surplus Real Estate.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Public Works & Engineering **DATE:** 09/05/08 **AGENDA ITEM: #5-11**

SUBJECT: **A Resolution Approving an Environmental Access License with Speedway SuperAmerica LLC (SSA) to Allow Access City Right of Way on Pullen Boulevard Across from 638 W. Broadway to Complete Investigation at the Direction of the Illinois Environmental Protection Agency (IEPA)**

STRATEGIC PLAN LINK:
FOCUS AREA 1 – ECONOMIC DEVELOPMENT

Objective 1.2 - Endeavor to maintain a balanced economic base that can resist downturns of any one economic sector.

Action Item 1.2.3 - Maintain an attractive business community.

Critical Link 2 – Create and promote business cleanup program and then recognize efforts through a community recognition program.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Speedway SuperAmerica LLC (SSA) is performing an investigation of subsurface conditions in the vicinity of 638 West Broadway Avenue at the direction of the IEPA. The work is being done by the current owner of the property at 638 West Broadway Avenue. They have submitted an Environmental Assessment License for our approval and execution by the City Manager. This license would grant them the access to the City Right-of-Way.

DOCUMENTS ATTACHED:

Resolution
Environmental Assessment License

STAFF RECOMMENDATIONS:

Staff recommends approval of this Environmental Access License**.**

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing Access to City Owned Right of Way located on W. Broadway to Allow for Subsurface Investigation by Speedway SuperAmerica LLC.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Clerk **DATE:** 9/5/2008 **AGENDA ITEM: #5-12**

SUBJECT: **Approval of Request for the Temporary Closure of the 800 Block of Cormick Street - Neighborhood Block Party**

STRATEGIC PLAN LINK:
FOCUS AREA 7: CITIZEN SERVICE
Objective 7.10 - Work to assure compliance with City rules and policies
Action Item 7.10.1 - Assist residents comply with City Ordinances(rules) and Resolutions(policies)
Critical Link 2 - Act as liaison between residents and Council

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Guy & Jill Williams, representing a group of neighbors in the 800 & 900 Blocks of E. Cormick, are requesting permission to close the 800 Block of E. Cormick on Saturday, September 13th from 5:00 p.m until 10:00 p.m. for a Back to School Party.

DOCUMENTS ATTACHED:

Letter of request

STAFF RECOMMENDATIONS:

Staff recommends approval of this agreement.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval Of Request Allowing For The Temporary Closure Of The 800 Block Of East Cormick For A Neighborhood Back To School Block Party.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Clerk **DATE:** 09/05/08 **AGENDA ITEM: #5-13**

SUBJECT: A Resolution Authorizing the Temporary Closure of Streets for the Halloween Children's Parade

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Jackie "Butch" Mathis, Jr., on behalf of the Halloween Parade and Fall Festival, is requesting permission to close various streets for the Children's Halloween Parade. The Halloween Children's Parade is a beloved part of the festivities on the day of the Fall Festival and Halloween Parade.

He requests that the route of the Halloween Children's parade be closed to traffic during the duration of the parade. The route begins at Library Park on the corner of Maple and Broadway, and commences to the west from that point to Locust Street. The route then turns south for one block on Locust, and turns to the East on 2nd Street, returning to Library Park at Maple and 2nd. This will, of course, disrupt traffic on Poplar and Elm for a brief time.

He would also like to close off the four streets that border Library Park, for the safety of the children. The intersections would remain open, and the entrance to the Library parking lot would remain open, but the streets would be closed from 12:00 until the event concludes – no later than 3:00.

DOCUMENTS ATTACHED:

Resolution
Letter of Request

STAFF RECOMMENDATIONS:

Staff recommends approval.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Authorizing the Closure of Certain Streets for the Children's Halloween Parade.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-9**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Matthew & Sibylle Wolfe – 2531 Meadow Lane, Lease #K-10-6

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $10,400 and will be sold for 80% of that value or $8,400.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Matthew & Sibylle Wolfe (2531 Meadow Lane, Lease #K-10-6).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-1**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Greg & Deborah Tinsley – 1906 Shook Lane, Lease #A-10-10

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $9,500 and will be sold for 80% of that value or $7,700.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Greg & Deborah Tinsley (1906 Shook Lane, Lease #A-10-10).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-10**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Harold & Shan Stover – 2523 Meadow Lane, Lease #K-10-9

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $13,900 and will be sold for 80% of that value or $11,200.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Harold & Shan Stover (2523 Meadow Lane, Lease #K-10-9).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/05/08 **AGENDA ITEM: #8-7**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Gerald & Darline Ring – 910 Chipwood Lane, Lease #I-9-13

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $8,500 and will be sold for 80% of that value or $6,900.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Gerald & Darline Ring (910 Chipwood Lane, Lease #I-9-13).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-8**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to John & Judy Paskavich – 861 Chipwood Lane, Lease #I-9-9

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $15,000 and will be sold for 80% of that value or $12,100.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to John & Judy Paskavich (861 Chipwood Lane, Lease #I-9-9).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-15**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Ricky Redman (John & Marsha Merritt) – 1662 Moonglow Road, Lease #M-10-8

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $11,400 and will be sold for 80% of that value or $9,200.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Rickey Redman (John & Marsha Merritt) (1662 Moonglow Road, Lease #M-10-8).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-12**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to John Merritt (Bessie Neumann McDowell) – 1658 Moonglow Road, Lease #M-10-13

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $6,300 and will be sold for 80% of that value or $5,100.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to John Merritt (Bessie Neumann McDowell) (1658 Moonglow Road, Lease #M-10-13).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-6**

SUBJECT: **An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Fred & Peggy Johnson as Surplus Property – 1833 Possum Lane, Lease #G-10-4**

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $19,000 and will be sold for 80% of that value or $15,300.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Fred & Peggy Johnson (1833 Possum Lane, Lease #G-10-4).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/05/08 **AGENDA ITEM: #8-3**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Alicia Hollingsead – 1918 Dunbar Lane, Lease #B-10-3

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $18,400 and will be sold for 80% of that value or $14,800.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Alicia Hollingsead (1918 Dunbar Lane, Lease #B-10-3).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-13**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Marsha Merritt (Pamela Freeman) – 1660 Moonglow Road, Lease #M-10-14

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $7,800 and will be sold for 80% of that value or $6,300.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Marsha Merritt (Pamela Freeman) (1660 Moonglow Road, Lease #M-10-14).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-14**

SUBJECT: An Ordinance Approving the Installment Agreement for Deed and Authorizing the Sale of Real Estate Leased to Michael Doolen – 1614 Moonglow Road, Lease #M-10-4

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $13,700 and will be sold for 100% of that value.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Michael Doolen (1614 Moonglow Road, Lease #M-10-4).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-11**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Jeffrey & Alecia Dahlquist – 2211 Raccoon Lane, Lease #L-9-2

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $9,800 and will be sold for 80% of that value or $7,900.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Jeffrey & Alecia Dahlquist (2211 Raccoon Lane, Lease #L-9-2).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/05/08 **AGENDA ITEM: #8-16**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to William Crain – 1173 Cricket Lane, Lease #D-9-4

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $10,400 and will be sold for 80% of that value or $8,400.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to William Crain (1173 Cricket Lane, Lease #D-9-4).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/05/08 **AGENDA ITEM: #8-5**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Marcy Cates – 1859 Moonglow Road, Lease #E-10-3

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $10,400 and will be sold for 80% of that value or $8,400.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Marcy Cates (1859 Moonglow Road, Lease #E-10-3).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-4**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to DiAnn Caraker – 1865 Moonglow Road, Lease #E-10-10

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $12,200 and will be sold for 80% of that value or $9,800.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to DiAnn Caraker (1865 Moonglow Road, Lease #E-10-10).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #8-2**

SUBJECT: An Ordinance Approving the Sales Agreement and Authorizing the Sale of Real Estate Leased to Mark Ball as Surplus Property – 1228 Firefly Lane, Lease #A-10-4

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt a resolution declaring the leased property as surplus which for this property was completed on Monday, July 28, 2008. The City then published a notice in the Sentinel on Monday, August 4, 2008 of the proposed sale of the property for a period of not less than 21 days. That 21 day period has passed and the Council may now consider adopting an ordinance approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of the first resolution to the final closing, will take approximately 60 days, meaning that this group of 16 leases will be scheduled for closing about the first week of October 2008.

This lease was appraised at $28,200 and will be sold for 80% of that value or $22,600.

DOCUMENTS ATTACHED:

Ordinance
Purchase Contract

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Ordinance Approving the Sale of Property Leased to Mark Ball (1228 Firefly Lane, Lease #A-10-4).

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 09/05/08 **AGENDA ITEM: #8-17**

SUBJECT: **An Ordinance Amending the Water Rate Provisions of the Centralia Municipal Code**

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

As discussed in the planning session held on August 22, 2008, the water rate needs to be adjusted in order to fund capital improvements and operational expenses for the remainder of the 2008 budget. The proposed rate increase raises the minimum bill from $7.41/1,000 gallons to $7.78 and is a 5% across the board increase**.** This 5% rate increase will cost the average user (6,000 gallons per two months) an additional $1.94 per bill (or $0.97 per month).

The rate is as follows for in-City customers:

GALLONS	CHARGE PER 1,000 GALLONS	SURCHARGE	WATER PLANT	TOTAL
First 1,000	$5.95	$1.33	$0.50	$7.78
Next 9,000	$4.46	$1.33	$0.50	$6.29
Next 40,000	$4.01	$1.33	$0.50	$5.84
Next 50,000	$3.51	$1.33	$0.50	$5.34
Next 900,000	$3.23	$1.33	$0.50	$5.06
Next 1,000,000	$2.87	$1.33	$0.50	$4.70

DOCUMENTS ATTACHED:

Ordinance
Rate Sheets (Current and Proposed)

STAFF RECOMMENDATIONS:

Staff recommends approval of the rate increase in order to increase revenue through end of the year in order to lessen deficit.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Ordinance Raising the Minimum Bill from $7.41 to $7.78 and Increasing the Water Rate by 5%.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-9**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Gary & Penny Sprehe as Surplus Property – 2509 Meadow Lane, Lease #K-10-13

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Gary & Penny Sprehe (2509 Meadow Lane, Lease #K-10-13) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-10**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Charles & Cleva Setzekorn as Surplus Property – 1625 N. Campground Road, Lease #N-10-14 & #N-10-15

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Charles & Cleva Setzekorn (1625 N. Campground Road, Lease #N-10-14 & #N-10-15) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-4**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Steve Rupe as Surplus Property – 1843 Lackey Lane, Lease #H-10-7

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Steve Rupe (1843 Lackey Lane, Lease #H-10-7) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-15**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Alen Prosise as Surplus Property – 1576 Moonglow Road, Lease #P-11-1

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Alen Prosise (1576 Moonglow Road, Lease #P-11-1) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-11**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Donald & Donna Poiter as Surplus Property – 813 Chipwood Lane, Lease #I-9-5

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Donald & Donna Poiter (813 Chipwood Lane, Lease #I-9-5) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-13**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Willis Phillips as Surplus Property – 1865 Dogwood Lane, Lease #C-9-1

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Willis Phillips (1865 Dogwood Lane, Lease #C-9-1) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-8**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Jerry & Saundra Morris (Melvin Knolhoff) as Surplus Property – 1738 Moonglow Road, Lease #L-10-2

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Jerry & Saundra Morris (Melvin Knolhoff) (1738 Moonglow Road, Lease #L-10-2) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-14**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Kevin McClain as Surplus Property – 1179 Cricket Lane, Lease #D-9-5

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Kevin McClain (1179 Cricket Lane, Lease #D-9-5) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-5**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Thomas & Mary Keeley as Surplus Property – 1806 Mercer Lane, Lease #J-11-3

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Thomas & Mary Keeley (1806 Mercer Lane, Lease #J-11-3) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-2**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Thomas & Mary Keeley as Surplus Property – 832 Arbor Lane, Lease #A-9-2

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Thomas & Mary Keeley (832 Arbor Lane, Lease #A-9-2) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-1**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Thomas & Mary Keeley as Surplus Property – 1606 Moonglow Road, Lease #M-10-5

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Thomas & Mary Keeley (1606 Moonglow Road, Lease #M-10-5) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-6**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to K & M Links, Inc. as Surplus Property – 1750 Tee Lane, Lease #L-9-4, #L-9-5 & #L-9-6

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to K & M Links, Inc. (1750 Tee Lane, Lease #L-9-4, #L-9-5 & #L-9-6) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-12**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Alice Hood & Regina Barwikowski as Surplus Property – 1750 Moonglow Road, Lease #L-10-4

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Alice Hood & Regina Barwikowski (1750 Moonglow Road, Lease #L-10-4) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-3**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Michael Hollingsead as Surplus Property – 1907 Dunbar Lane, Lease #B-10-4

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Michael Hollingsead (1907 Dunbar Lane, Lease #B-10-4) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-7**

SUBJECT: A Resolution Declaring Certain Real Estate Leased to Melvin & Eileen Bushong (Perin Little) as Surplus Property – 2527 Meadow Lane, Lease #K-10-5

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the February 25, 2008 City Council meeting, the Council released the values from the second appraisal performed by DJ Howard & Associates, accepted those values as the fair market value for the lease property around Raccoon Lake and adopted a resolution entitled "A Resolution Confirming the Intent of the City of Centralia to Sell Leased Property on Raccoon Lake and Requesting Interested Parties to Submit an Application for Purchase to the City Manager". This resolution has commenced the process of selling the lease property and asked each leaseholder who was interested to register their intent with the City Manager. Since that date, staff has received 185 Statements of Intent to Purchase (which represents 93.9% of the 197 total leases).

On March 12th, staff sent a letter to each leaseholder explaining the process of sale and the steps that must be approved by the City Council. The first step is for the Council to adopt this resolution declaring the leased property as surplus. The City must then publish a notice of the proposed sale of the property for a period of not less than 21 days. The Council will then consider adopting an ordinance at the October 13th meeting approving the sale of the property which must be approved by a super majority of the Council (in our case this means four affirmative votes). After the adoption of the ordinance, staff will prepare the lease for a closing date using Quad County Title. Prior to the closing, the leaseholders must obtain financing and sign a petition for annexation. This step will take about 30 days to accomplish. The entire process, commencing with the adoption of this resolution to the final closing, will take approximately 60 days, meaning that this group of 15 leases will not be scheduled for closing until the second week of November 2008.

As a final note, the City will be charging the leaseholders a fee at closing for various costs incurred by the City to prepare the leases for sale. These fees will include closing costs, a notice fee, title insurance, legal costs and a flood elevation certificate. These fees will be approximately $575 ($100 for notice fees, $100 for title insurance, $200 for legal fees and $175 for the flood elevation certificate).

DOCUMENTS ATTACHED:

Resolution
Statement of Intent to Purchase

STAFF RECOMMENDATIONS:

Staff has prepared all necessary documents and notices and recommends the sale of the leases.

MANAGER'S COMMENTS:

I recommend approval of the sale of this lease.

COUNCIL ACTION: Approval of Resolution Declaring Property Leased to Melvin & Eileen Bushong (Perin Little) (2527 Meadow Lane, Lease #K-10-5) as Surplus Property.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Economic Development **DATE:** 09/05/08 **AGENDA ITEM: #9-16**

SUBJECT: A Resolution Approving a Loan Agreement with Kevin W. McClain of Kevin W. McClain Investigations. Ltd. from the Centralia Opportunity Fund

STRATEGIC PLAN LINK:
FOCUS AREA 1: ECONOMIC DEVELOPMENT
Objective Item 1.2 – Endeavor to maintain a balanced economic base that can resist downturns of any one economic sector
Action Item 1.2.4 – Promote business opportunities and business retention in Centralia

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Kevin W. McClain has requested financial assistance through the Centralia Opportunity Fund to move Kevin W. McClain Investigations Ltd. corporate operations to 202 S. Broadway in Centralia due to growth of their operations. Kevin W. McClain Investigations Ltd. has been in operation as a corporation since 1998 and has grown to 14 full time and 10 part time employees with anticipation that they will hire an additional 3 full time and 2 part time within one year and another 2 full time and 2 part time in the second year. Mr. McClain is purchasing the "Seip Oil" office building on Broadway and in addition to relocation of his existing office and expansion of employment, is developing the downstairs into a multi-purpose training facility and mini conference center. The facility will be utilized for seminars, conferences, meetings, and receptions. Mr. McClain also has plans for mock trials, arbitration hearings and depositions. They hope to begin improvements as soon as late September of 2008. Start up would be anticipated in September of 2009.

Staff has conducted a basic credit check on the owner. The individual FICO credit scores were excellent. The loan of $30,000 would be for 5% for a term of four (4) years. The loan would be secured with a Personal Guarantee on the loan with Kevin McClain.

DOCUMENTS ATTACHED:

Resolution
Loan Agreement
Opportunity Fund Application

STAFF RECOMMENDATION:

ED Director recommends approval based on personal credit checks.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving a $30,000 Loan at 5% for a term of 4 years to Kevin W. McClain from the Centralia Opportunity Fund.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE:** 9/5/08 **AGENDA ITEM: #9-17**

SUBJECT: A Resolution Establishing a List of Priorities for the City of Centralia for 2009-2010

STRATEGIC PLAN LINK:
FOCUS AREA 8: FINANCE AND MANAGEMENT

Objective 8.8 – Assure that City services, programs and policy decisions are responsive to community input and feedback while recognizing the limits to the City's ability to expand municipal services.

Action Item 8.8.1 – Plan for and encourage an appropriate cross-section of the community when obtaining public input for identification of community needs and the development of policy decisions.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The City Council met in a planning session on Friday, August 22, 2008 to discuss future budget issues and to develop priorities for staff to focus on over the next few years. From the discussion came the following list of priorities.

1. Replacement of the Water Treatment Plant
2. Dredging and Development of Raccoon Lake
3. Sewer Collection System and Wastewater Treatment Plant Rehabilitation and the Completion of Conditions established through a Compliance Commitment Agreement with the Illinois Environmental Protection Agency
4. Continued Street and Sidewalk Improvement and the Establishment of a 10 year Road Improvement Plan
5. Creation of Additional Economic Development Incentives
6. Realignment/Relocation of the At Grade Rail Crossing on US 51 North and South
7. Creation of a Succession Plan for the Eventual Replacement of Retiring City Employees
8. Investigation of a Referendum for the Approval of a Sales Tax Increase to Fund Recreation, Sewer & Water Improvements, Street Improvements and the Water Treatment Plant Replacement
9. Improvement and Preservation of the Municipal Swimming Pool in Fairview Park
10. Continued Improved Communication with Citizens

DOCUMENTS ATTACHED:

Resolution
Minutes of the August 22nd Planning Session

STAFF RECOMMENDATIONS:

Staff recommends approval of this resolution.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Establishing Council Priorities for 2009-2010.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director Economic Development **DATE**: 9/5/08 **AGENDA ITEM: #9-18**

SUBJECT: **A Resolution of Understanding Between the TIF No. 2 Joint Review Board and the City of Centralia for the Disposition of Available TIF No. 2 Funds and Planning Public Works Projects**

STRATEGIC PLAN LINK:
FOCUS AREA 4: IMPROVED TRANSPORTATION NETWORK
Objective 4.1 – Remediate the current level of disrepair on City-wide roadways
Action Item 4.1.2 – Inventory and monitor roadway conditions and implement a regular program of pavement maintenance
Critical Link 2 - Implement new technologies to repair and repave existing roadways

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

In 1988, the City of Centralia and Centralia Retirement Center entered into a redevelopment agreement and approved creation of Tax Increment Financing District Number 2. This agreement involved plans for Centralia Retirement Center to construct a 100-bed healthcare facility and an assisted living center to open for business in fall 1989. The estimated cost for the project was $5 million. The anticipated increase in real estate taxes for the property was $120,600 annually. The City of Centralia agreed to pay 30% of the mortgage interest cost annually, and agreed to reimburse the developer for eligible project costs, estimated at $450,000. The total benefit received by Centralia Retirement Center because of this specific agreement was $1,087,873. In 2007, Centralia Retirement Center was the largest taxpayer in the City of Centralia, with approximately $248,000 paid. In addition to completing the obligations to the Centralia Manor Retirement Center, the City of Centralia has also been able to make over $400,000 of improvements to the Sprehe Fields through additional tax increment in the district. On September 3rd of 2008 the Joint Review Board for TIF 2 met and approved a resolution of understanding with the City of Centralia for the disposition of available TIF 2 funds and planned public works projects. The unanimous recommendation of those present include: 1) Utilization of available funds for the improvement of Country Club Road in an amount of $850,000 2) utilization of available funds for improvements to Sprehe Fields in the amount of $25,000 and 3) utilization of available funds for the cost of administration of the TIF in the amount of $6,000. The Tax Increment Financing District No. 2 would be discontinued at the end of Fiscal Year 2008 and return nearly $250,000 in taxes to the various taxing bodies.

DOCUMENTS ATTACHED:

Resolution
Memo from PGAV
Resolution of the Joint Review Board for TIF #2
Minutes of the September 3, 2008 Joint Review Board
TIF No. 2 Recommendation Summary

STAFF RECOMMENDATIONS:

Staff recommends approval of the resolution.

MANAGER'S COMMENTS:

After a great deal of compromise between the taxing bodies and the City regarding the establishment of two new TIF Districts (TIF #5 or Northwest Side TIF and TIF #6 of Raccoon Lake TIF), the City has agreed to dissolve TIF #2 and use the funds in reserve to improve Country Club Road. A rational nexus has been found by the Joint Review Board that the drainage problems in the area have been exacerbated by the development of Centralia Manor and Sprehe Fields and that the additional traffic due to the development warrants the use of the funds. I recommend approval.

COUNCIL ACTION: Approval of Resolution of Understanding between the TIF No. Joint Review Board and the City of Centralia for the Deposition of Available TIF No. 2 Funds and Planning for Public Works Projects.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: City Manager **DATE**: 9/5/08 **AGENDA ITEM: #9-19**

SUBJECT: A Resolution Approving a Bid with Shores Builders, Inc. for the Country Club Road Overlay and Drainage Improvement Project

STRATEGIC PLAN LINK:
FOCUS AREA 4: IMPROVED TRANSPORTATION NETWORK
Objective 4.1 – Remediate the current level of disrepair on City-wide roadways
Action Item 4.1.2 – Inventory and monitor roadway conditions and implement a regular program of pavement maintenance
Critical Link 2 - Implement new technologies to repair and repave existing roadways

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

In accordance with direction provided by the Joint Review Board for Tax Increment Finance District No. 2, staff solicited for bids for the Overlay of Country Club Road from State Route 161 north to Gragg Street as well as the replacement of storm sewer tile and ditch rehabilitation and installation of a 4' wide concrete sidewalk located on the west side of Country Club Road. Curl & Associates provided the design work and bids were opened on Tuesday, August 26th. Three bids were received and the low bidder was Shores Builders, Inc. with a bid of $1,228,563.54 which was 35% over the engineers estimate of $897,070.55. The bids were reviewed by staff and Curl and presented to the JRB on Wednesday, August 27th and it was requested that staff look at reducing the scope of the project. Staff worked with the engineer and Shores to reduce the scope and again on Wednesday, September 3, 2008 staff presented a modified bid of $784,208.10 with proposed engineering fees of $134,965. The JRB requested that the sidewalk portion of the project be removed and the final price for the project was set at $692,235.55 plus engineering fees. The total for the project is $810,000 including engineering fees and contingency.

DOCUMENTS ATTACHED:

Resolution
Original Bid Tab
Modified Final Budget

STAFF RECOMMENDATIONS:

Staff recommends approval of the resolution.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving a Bid for the Country Club Road Overlay and Drainage Improvement Project from Shores Builders.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Public Works & Engineering **DATE:** 09/05/08 **AGENDA ITEM: #9-20**

SUBJECT: A Resolution Approving a Proposal from DePew & Owen Builders, Inc. for Various Concrete Work at the Intersection of S. Maple Street and 7th Street

STRATEGIC PLAN LINK:
FOCUS AREA 4: IMPROVED TRANSPORTATION NETWORK

Objective 4.1 - Remediate the current level of disrepair on City-wide roadways.

Action Item 4.1.1 - Implement a Pavement Protection Plan, effectively ranking roads into classification categories based on level of use and condition.

Critical Link 3 – Begin a systematic approach to annual road improvements and maintenance

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Certain streets in the southeast quadrant of the community were selected as priority streets for resurfacing. Rhutasel and Associates, Inc. was selected in 2007 to prepare the plans and specifications for the resurfacing of these streets. These plans and specifications went out for bids in May 2008 and were opened on June 3, 2008. The intersection of 7th and South Maple was omitted in these plans. Staff in the process of improving drainage along South Maple had to remove significant portions of the pavement, curb and gutter and sidewalk at the subject intersection. Staff approached DePew & Owen Builders, Inc. about restoring the curb and gutter and sidewalks at this intersection. DePew has agreed to complete the work for $5,456.00. Staff believes the final not to exceed amount will be around $6,000.00. After DePew has completed their work City crews will pour back a concrete base for the pavement and Howell Paving will overlay this intersection to the south radius return point on South Maple.

DOCUMENTS ATTACHED:

Resolution
Proposal from DePew & Owen Builders, Inc.

STAFF RECOMMENDATIONS:

Staff recommends approving the proposal from DePew & Owen Builders, Inc. for concrete work at the intersection of 7th and South Maple. Work not to exceed $6,000.00.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving a Proposal from DePew & Owen Builders, Inc. for Concrete Work at the Corner of S. Maple and 7th Streets in an amount not to exceed $6,000.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Public Property Foreman **DATE:** 09/05/08 **AGENDA ITEM: #9-21**

SUBJECT: A Resolution Accepting a Proposal from S & M Basements for the Installation of Concrete Footings and Concrete Floors for the Fairview Park Restroom Project

STRATEGIC PLAN LINK:
FOCUS AREA 2: COMMUNITY PLANNING AND PREPARATION

Objective 2.2 – Manage a comprehensive open space program that is responsive to public need, delivers high quality customer service and exemplifies the City's commitment to leadership in environmental affairs.

Action Item 2.2.3 - Provide a comprehensive program of consistent and effective operations and maintenance for all open space and park sites and facilities.

Critical Link 3 - Repair and replace facilities in a timely manner to address any deficiencies.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Fairview Park Restroom is scheduled to be replaced in 2008 and finished in 2009 before the next baseball/softball season. $25,000 has been budgeted for the replacement of the restrooms. Staff requested proposals to install concrete footings and concrete floors for the new bathrooms. We received the following proposals:

1. S&M Basements $4,750.00
2. DePew & Owen Builders, Inc. $7,119.00

DOCUMENTS ATTACHED:

Resolution
Proposal from S&M Basements
Proposal from Depew & Owen
Sketch of Proposed Restrooms

STAFF RECOMMENDATIONS:

Staff recommends approving the proposal with S & M Basements to install concrete footings and concrete floors for the new restrooms at Fairview Park. Total cost not to exceed $4,750.00

MANAGER'S COMMENTS:

Our bid policy does not require projects under $10,000 to solicit bids and two competing quotes have been received. I recommend approval of the quote from S&M Basements in the amount of $4,750.

COUNCIL ACTION: Approval of Proposal from S&M Basements for the Installation of Concrete Footings and Floors for the Fairview Park Restroom Project in an amount not to exceed $4,750.00.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Public Property Foreman **DATE:** 09/05/08 **AGENDA ITEM: #9-22**

SUBJECT: A Resolution Waiving the Bidding Requirements and Accepting a Proposal from Nehrt Masonry for the Masonry Work for the Fairview Park Restroom Project

STRATEGIC PLAN LINK:
FOCUS AREA 2: COMMUNITY PLANNING AND PREPARATION

Objective 2.2 – Manage a comprehensive open space program that is responsive to public need, delivers high quality customer service and exemplifies the City's commitment to leadership in environmental affairs.

Action Item 2.2.3 - Provide a comprehensive program of consistent and effective operations and maintenance for all open space and park sites and facilities.

Critical Link 3 - Repair and replace facilities in a timely manner to address any deficiencies.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Fairview Park Restroom is scheduled to be replaced in 2008 and finished in 2009 before the next baseball/softball season. $25,000 has been budgeted for the replacement of the restrooms. Staff requested proposals for completing masonry work for the new restrooms. We received the following proposals:

1. Nehrt Masonry $9,900.00
2. Beaver Brickwork. $14,650.00

DOCUMENTS ATTACHED:

Resolution
Proposal from Nehrt Masonry
Proposal from Beaver Brickwork

STAFF RECOMMENDATIONS:

Staff recommends waiving the bidding requirements and approving the proposal with Nehrt Masonry to complete masonry work for the new restrooms at Fairview Park. Total cost not to exceed $9,900.00.

MANAGER'S COMMENTS:

Our bid policy allows for the City to waive the bidding requirements as long as competing quotes have been received. I recommend approval of the quote from Nehrt Masonry in the amount of $9,900.

COUNCIL ACTION: Approval of Proposal from Nehrt Masonry for Masonry Work for the Fairview Park Restroom Project in an amount not to exceed $9,900.00.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Public Works & Engineering **DATE:** 09/05/08 **AGENDA ITEM: #9-23**

SUBJECT: **A Resolution Rejecting Bids for the Lease/Purchase of a New Track Hydraulic Excavator and Directing City Staff to Re-solicit Bids**

STRATEGIC PLAN LINK:
FOCUS AREA: IMPROVED INFRASTRUCTURE

Objective (Sewer) 5.3 - Maintain financially stable Sewer Fund through a User Based Fee System.

Action Item 5.3.5 - Explore ways to streamline operation and to maximize budgeted funds.

Critical Link 4 - Inventory / obtain vehicle fleet to ensure that routine and emergency needs can be addressed

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Sanitary sewer and water main projects over the next few years require excavation equipment with high production rate and substantial lifting capacity. Staff determined a track hydraulic excavator capable of lifting 6 tons at 15 feet out and 15 feet down, excavating an 8 foot long flat bottom trench at 20 feet deep and removing at least 1 cubic yard of material per bucket load was necessary. Further the equipment would be needed in 6 month intervals or possibly for a full year. Rental fees were found to be around $3,000 per week or $36,000 for a 6 month period. Staff decided to look at what it would cost to lease to purchase a unit and found the annual lease payment would be less than or equal to the rental rate for a 6 month period. Staff requested bids for a new track hydraulic excavator. Bids were opened on September 2, 2008 at 10:30 am and 5 bids were received. The bids were as follows:

	Make	Purchase Price	Lease Payment	Total Lease Cost	Buyout Amount
1.	Rudd Equip. Co. .....Volvo (DEMO)	$144,900.00	$31,897.53	$159,487.65	$1.00
2.	Diamond Equip. Inc. ..... Case	$149,898.00	$32,998.00	$164,990.00	$1.00
3.	Erb Equip. Co. ..... John Deere	$147,580.00	$33,617.40	$168,087.00	$1.00
4.	Rudd Equip. Co. ..... Volvo	N/A	$34,094.41	$170,472.05	$1.00
5.	Fabick CAT .....Caterpillar	$166,619.00	$36,485.95	$182,429.75	$1.00

Although the bids were favorable, no provisions were made to accept a demo unit. Demo models are available with little or no hours of service and retain original factory warranty. Staff would like to reject these bids and readvertise the bid with modifications to allow for demos and provide clarity on the model and features we require.

DOCUMENTS ATTACHED:

Resolution
Bid Tab Results
Picture of Track Hydraulic Excavator
Bid Proposal Packet

STAFF RECOMMENDATIONS:

Staff recommends rejecting the bids for the purchase of a new track hydraulic excavator for the Utility Division and rebidding with modifications.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Rejecting Bids Received for the Lease/Purchase of a New Track Hydraulic Excavator and Directing Staff to Re-Solicit Bids to Allow for Demo Units and Other Clarifications.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Community Development & Planning **DATE**: 09/05/08 **AGENDA ITEM: #9-24**

SUBJECT: **A Resolution Rejecting Bids for the Demolition and Clearance of Certain Derelict Residential Properties within the City of Centralia and Directing City Staff to Re-Solicit Bids**

STRATEGIC PLAN LINK:
FOCUS AREA 3: IMPROVED COMMNITY IMAGE
Object 3.5 – Endeavor to promote quality and affordable housing options
Action Item 3.5.3 - Actively promote demolition of derelict housing

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

This bid was let for the demolition of the 6 homes that the City Council declared as "unsafe structures" last fall. These were taken before the Marion County Circuit Court on July 21st, and the City was authorized to enter upon the premises to demolish and clear the buildings on site.

Bids for such demolitions typically are received within a range of $2,800 to $4,200 depending on the size of the building. We have budgeted $4,000 for each. This bid requested that the buildings be bid individually, as well as in a group of all 6.

Only one bidder responded – Steve Wheat. The individual bids were: $3,999, $4,765, $4,835, $6,985, $4892, and $3,860 (or a total of $29,336). The combined bid price was $29,000. This is 20% higher than the $24,000 that we had budgeted.

We feel that these bids are higher than normal, and higher than we would like to accept. We also usually receive at least 2-3 bids and only received one bid this time. We would like to rebid the demolition, and make a broader effort to attract other bidders.

DOCUMENTS ATTACHED:

Resolution
Bid form for combined bid – Wheat Excavating

STAFF RECOMMENDATIONS:

Staff recommends that the bids be rejected and rebid.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Rejecting the Lone Bid Received and Directing Staff to Re-solicit for Bids and to present them to the City Council at the September 22, 2008 Meeting.

REQUEST FOR COUNCIL ACTION

ORIGINATED BY: Director of Public Works & Engineering **DATE:** 09/05/08 **AGENDA ITEM: #9-25**

SUBJECT: A Resolution Approving Change Order No. 2 to the Contract with J K Trotter & Sons Inc. for the College Avenue Sanitary Sewer Rehabilitation Project

STRATEGIC PLAN LINK:
FOCUS AREA 5 – INFRASTRUCTURE

Objective 5.1 - Continue to operate and maintain the sanitary sewer system so that all sewage and industrial wastes generated within the City are collected and transported under safe and sanitary conditions to the wastewater treatment plant.

Action Item 5.1.3 - Continue to develop and implement the Sewer Rehabilitation Plan.

Critical Link 4 – Repair sanitary sewer mains and tees as needed to reduce inflow and infiltration into system and ensure compliance with current regulations.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

College Avenue Sanitary Sewer Rehabilitation project is funded by CDAP funds and matching City of Centralia funds. It involves the replacement of the Sanitary Sewer Main from Rexford to Monroe Street and the existing lift station at College and Johnson. Video inspection showed the existing Sanitary Sewer Main was in need of complete replacement and plagued by grease deposits. There were also issues with the slope of the existing main. Construction began April 7, 2008 and is now generally complete. Change Order No. 1 approved on June 30, 2008 increased the contract price to account for two (2) drop manholes not accounted for on the bid form, rebar added to the concrete pavement patch on Dimick Street to tie the patch into the existing concrete pavement and additional work to install electrical service underground to the new lift station. Trotter is now requesting with Change Order No. 2 another increase in the contract amount to account for work to abandon the existing lift station, valve vault and 6' Manhole in the street discovered during construction.

DOCUMENTS ATTACHED:

Resolution
Change Order No. 2

STAFF RECOMMENDATIONS:

Staff recommends approval of Change Order No 2 which increases the Contract Price by $6,200.00 to a new Contract Price of $294,667.08.

MANAGER'S COMMENTS:

I recommend approval.

COUNCIL ACTION: Approval of Resolution Approving Change Order No. 2 to the Contract with J.K. Trotter & Sons, Inc. for the College Avenue Sanitary Sewer Rehabilitation Project in the amount of $6,200.