CITY OF SHELTON, WASHINGTON - CITY COMMISSION  
Study Session Minutes – May 27, 2014 2:00 p.m.  
Shelton Civic Center

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore  
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Les Watson, Shelby Conklin, Greg Clark, Steve Goins, Mike Michael, Erik Birk and Tracy Wilson

Mayor Cronce called the meeting to order at 2:04 p.m.

Commission Reports

One or more Commissioners will attend the following activities this week:
- Mason Matters
- Mason County Board of Health
- Veteran’s Committee
- Dennis Neal with Northwest Resources (Inpatient Rehab)
- Mason Transit Advisory Board
- Forest Festival Parade

Mayor Cronce said he had a good time with Dave O’Leary talking to high school students about politics and local politics. He said this was the second year they had done this talk.

Public Comment – Ms. Patricia Vandehey spoke about the proposed changes to SMC 20.49 Site Plan Review Procedure, Draft Ordinance No. 1051-0614. She stated that she didn’t feel the changes were streamlining the information, but rather, too much is being taken out. She read through the changes and asked why the City is even bothering if they are removing so much of the document.

Consent Agenda

1. Sewer Funding Coalition – Intern – Authorize the City Administrator to hire a post-graduate intern for the purpose of organizing a sewer stakeholder coalition, and authorize the City Administrator to make the associated budget amendments

Commissioner Olsen moved to approve the consent agenda; Commissioner Moore seconded the motion. A vote was taken and the motion passed.

Old Business

New Business

1. Placement of Eight Signs Designating Two Local Historic Districts (Tab 2) – Associate Planner Birk, along with Mr. Forest Cooper, presented the first series of signs for the City of Shelton Historic District. The eight signs are ready for installation and as Mr. Cooper presented the signs, he gave an overview of the sign production and spoke about how they would be mounted and where. He also acknowledged and thanked the various people and organizations who donated funds, materials, and/or time to the project.

The Commission concurred to place the Placement of Eight Signs Designating Two Local Historic Districts on the consent agenda for June 2, 2014.

2. Target Zero & Personal Services Contract (Tab 3) – Lieutenant Watson explained that this is a continuation of an ongoing agreement with the Washington State Department Traffic Safety Commission for project management that provides facilitation for DUI emphasis and things of that nature. This is an extension of the previous year’s agreement, extending the contract through June 30, 2015. Staff is requesting the Commission authorize the Mayor to sign and authorize Lieutenant Watson to co-sign on the contract, as well as authorizing Interim Police Chief Watson to sign the agreement with the project manager.
The Commission concurred to place the Target Zero & Personal Services Contract Extension on the consent agenda for June 6, 2014, authorizing the Mayor to sign, Interim Police Chief Watson to co-sign, and authorizing Interim Police Chief Watson to sign with the project manager.

3. Northcliff – Canyon Creek Culvert Replacement Project – City Engineer Michael explained that this culvert failed under the sidewalk on March 8, 2014 and due to the history of the culvert, staff became concerned about potential long-term failures under the road. Staff sought a small works contract for this project, but the project has been delayed due to permitting issues with the Department of Fish and Wildlife. Three firms ultimately responded with bids, with Kamin Excavation, LLC submitting the lowest responsive, responsible bid in the amount of $196,883. Staff is recommending the Commission award the contract to Kamin Excavation, LLC, sign the award document, authorize the Mayor to make all the necessary budget modifications, and place this item on the consent agenda for June 2, 2014.

Commissioner Olsen inquired about the 45 day project time frame in relation to the three day road closure and CE Michael responded that the 45 days was the entire project duration and that they are confident that a three day closure provides ample time to remove the culvert, install the old one, and have the road back to at least gravel. CE Michael also stated that the full road closure will only be 48 hours. After that, only one lane will be closed, if needed, and that adequate signage will be posted to alert the public to the project and closures.

City Administrator O’Leary asked what the total project amount would be and CE Michael responded that it would be between $300,000 and $350,000.

Commissioner Olsen stated that he would like to see a performance clause in the contract in relation to the 48 hour road closure.

The Commission concurred to place the Northcliff – Canyon Creek Culvert Replacement Project on the consent agenda for June 2, 2014, awarding the contract to Kamin Excavation, LLC, signing the award contract, and authorizing the Mayor to make all the necessary budget modifications.

Administration Report – CA O’Leary stated that he will be working on the recruitment process for the intern position and the position of Police Chief.

General Public Comment - None

Administrative Final Touches – Court Administrator Conklin stated that she would be bringing before the Commission, an agreement with Nisqually for jail services.

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting of June 2, 2014 at 6:00 p.m.

Adjournment
Mayor Cronce adjourned the meeting at 2:37 p.m.