CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – January 12, 2015 2:00 p.m.
Shelton Civic Center

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Mark Ziegler, Greg Clark, and Lesleann Kangas

Mayor Cronce called the meeting to order at 2:00 p.m.

Commission Reports
• Commission Boards & Committees – The Commission concurred to continue with the same Boards and Committees as 2014.

One or more Commissioners will attend the following activities this week:
• Housing Coalition Meeting
• Association of Washington Cities Mayor’s Reception
• Mason Transit Authority Board Meeting
• MACECOM Meeting
• Economic Development Regulatory Subcommittee
• Association of Washington Mayor’s Exchange
• Shelton Mason County Chamber of Commerce Annual Awards Gala

Public Comment - None

Mayor Cronce said Consent Agenda Item #2, Ordinance No. 1865-0115 – Second Reading - An Ordinance of the City of Shelton, Washington Amending Chapter 3.02 and Adding a New Section 15.04.155 to the Shelton Municipal Code Pertaining to the City Utilities will be pulled and moved to Old Business for the meeting of January 20, 2015.

Consent Agenda
2. Resolution #1076-1214 – A Resolution of the City of Shelton, Washington Declaring City Vehicles Surplus to the Needs of the City, and Disposing of such Vehicles for the Common Benefit

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

Old Business - None

New Business
1. 2014 Budget Modification – Community Development Block Grant (CDBG) for 2014 – Community and Economic Development Director Goins requested a budget modification for the 2014 budget to include the grant funding supported by Department of Commerce through a Community Development Block Grant that was utilized for funding a portion of the Mason County Shelter Project. The City received the funding in 2012 with the project to begin in early 2013; however, the project was delayed. In 2013, staff recommended that the entire amount be added into the City of Shelton 2013 budget, and if expenditures did not reach this amount in 2013 a budget modification to “carry over” the unspent funds into 2014 should be considered. This step was not completed, the funds were not carried over, and the project was completed. DH Goins requested the Commission approve the budget modification and authorize the City Administrator to make the necessary budget modification.

Commissioner Moore moved to amend the Housing & Property Development portion of the 2014 budget (559-20-52-00) to include CDBC funding of $515,860, and authorize the City Administrator to make necessary budget modification; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.
2. Upper Mountain View Pressure Zone Construction, Phase 1A and 1B Project Awards – City Engineer Michael said this has been split into two phases of work. Phase 1 is the work associated with Well #3 and the new tanks to be located at the Mason County Public Works facility. Phase 2 is Well #1. Staff decided that the improvements could be separated into separate bid packages and Phase 1 would be separated into two bid packages, Phase 1A and Phase 1B in order to expedite design of the Elevated Storage in Bid Package 1A. Phase 1A: Three (3) bid packages were received, of the three bids, the lowest bid, $5,454,369.87, was submitted by Rotschy, Inc. The second lowest bid, $5,946,885.00, was submitted by Rognlin’s Inc. After careful review of the bid documents and discussions with Counsel, City staff determined that Rotschy’s bid does not meet the responsibility criteria for this project. The bid package included specific experience criteria for various members of the project team in sections 1-02, including experience requirements with elevated, welded steel potable water storage tanks of at least 400,000 gallons (Bid Package Section 1-02.14.9.A). Rotschy staff does not have the required elevated tank experience. For this reason, Staff has determined that the lowest responsible bidder on Phase 1A is Rognlin’s, Inc. at $5,946,885.00 ($3,410,155.00 without additive bid item). Phase 1B: Nine (9) bid packages were received, of the bids, the lowest bid, $991,486.47, was submitted by Rotschy, Inc., the second lowest bid, $1,001,246.39, was submitted by Kamin Excavation, Inc. After careful review of the bid documents and discussions with Counsel, City staff determined that Rotschy’s bid package was missing documents as required in the bid specifications and by the EPA and therefore, is deemed non-responsive. For this reason, Staff has determined that the lowest responsive bidder is Kamin Excavation, Inc. at $1,001,246.39.

CE Michael requested the Commission approve the Awards of Phase 1A to Rognlin’s Inc., and Phase 1B to Kamin Excavation, Inc., in the amounts indicated and that the Mayor be authorized to sign associated contract documents when returned by the contractor by placing on consent agenda for January 20, 2015.

Mayor Cronce asked when the lowest bid is $500,000 less than the second lowest bid and is non-responsive can we go out to bid again. CE Michael said we can but the bid results would probably not be any different.

The Commission concurred to place the Awards of Phase 1A to Rognlin’s Inc. in the amount of $3,410,155.00 and Phase 1B to Kamin Excavation, Inc. in the amount of $1,001,246.39 and the Mayor be authorized to sign associated contract documents when returned by the contractor by placing on consent agenda for January 20, 2015.

3. Northcliff Road Canyon Creek Culvert Replacement Project Final Acceptance – Public Works Director Clark reported this project was done last summer due to a sink hole failure. Kamin Excavation was the successful bidder and this was a successful project at a cost of $221,930.96. DH Clark requested the Final Acceptance in the amount of $221,930.96 to Kamin Excavation be placed on the consent agenda for January 20, 2015.

The Commission concurred to place the Final Acceptance with Kamin Excavation in the amount of $221,930.96 on the consent agenda for January 20, 2015.

Administration Reports
City Administrator O’Leary said he would be on vacation January 20th through the 23rd. He and Commissioner Olsen will be meeting on frontage improvements and those will be presented at the next study session.

General Public Comment
Mayor Cronce recognized Ms. Marie LaRock who said the City of Shelton needs new businesses. She asked what has happened with the Hall Equities project.

Administrative Final Touches
DH Goins - Human Services Committee presentation and request for name change

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting Tuesday, January 20, 2014 at 6:00 p.m. due to the observance of Martin Luther King Day.
Adjournment
Mayor Cronce adjourned the meeting at 2:32 p.m.

Mayor Cronce

City Clerk Look