CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – January 20, 2015
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Acting City Administrator Vicki Look, Greg Clark, Mark Ziegler, Chuck Griffin, Tracy Wilson and Lesleann Kangas

Mayor Cronce called the meeting to order at 6:00 p.m.

Commission Reports
Mayor Cronce reported that January is National Mentoring Month. Management Assistant Look read and presented a proclamation recognizing the importance of strengthening communities through mentoring.

One or more Commissioners will attend the following activities this week:
- League of Women Voters
- Mason Matters Meeting
- Mason Transit Authority Board Meeting
- Mason General Foundation & Human Services Committee
- Mason County Criminal Justice Meeting
- Mayors Exchange Association of Washington Cities

Public Comment
Mayor Cronce recognized Ms. Olive Lanman who spoke to the high rates for water and sewer in the City of Shelton.

Consent Agenda
1. Vouchers numbered 84892 through 84972 in the amount of $360,131.45
2. Vouchers numbered 85077 through 85116 in the amount of $656,179.77
3. Manual Warrant numbered 85074 in the amount of $24,121.08 to Mason County Treasurer
4. Payroll Warrant numbered 72840 through 73015 in the amount of $653,109.89
5. Commission Meeting Minutes from:
   - Special Meeting of December 12, 2014
   - Business Meeting of January 5, 2015
   - Special Meeting of January 9, 2015
   - Study Session of January 12, 2015
6. Upper Mountain View Pressure Zone Construction, Phase 1A Rogalin’s Inc. for $3,410,155 and 1B Kamin Excavation $1,001,246.39 and authorize the Mayor to sign associated contract documents when returned from contractor
7. Northcliff Road Canyon Creek Culvert Replacement Project Final Acceptance Kamin Excavation $221,930.96

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

Old Business
1. 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 – Public Works Director Clark reported that at the meeting of January 5, 2015 he presented this Ordinance and a First Reading was held. DH Clark said he has brought this back with some changes to reflect that in the event there is a delinquent Fire Line account serving a building(s) with more than one water meter, then all water meters for said building(s) will be disconnected. Prior to disconnecting water service to any building(s) with multiple tenants or occupancies, the City will provide notice to occupants and tenants affected by the water disconnection. In the event the City must send an employee to the account location to post notice and/or shut off the water service for nonpayment, a reasonable charge shall be levied to each of the account(s) for the nonpayment. DH Clark requested a Second Reading and adoption of Ordinance No. 1865-0115.
Public Comment on Action Item
Mayor Cronce recognized Mr. Forrest Cooper who suggested using different steps to collect the funds other than turning off the water. Mr. Cooper said that businesses should not be shut off due to owners of the buildings not paying. DH Clark responded that the City reviewed the issue with the City Attorney, but did not find a better solution to collect on delinquent bills.

Mayor Cronce requested a Second Reading of Ordinance No. 1865-0115 as follows:
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

Commissioner Moore moved to approve Ordinance No. 1865-0115, Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

New Business
1. Skateboard Park – Parks and Recreation Director Ziegler presented a Memorandum of Understanding (MOU) which outlines a cooperative approach to manage the skate park facility and explore future replacement of the structures with Mason County. The County would provide staff support for repairs and pay $5,000 annually to offset maintenance costs. The MOU has a five year term. He said the lease agreement with Shelton School District allows the City to operate the skate park which is located on School District property at Oakland Bay Junior High School adjacent to Walmart. At the end of the lease, or closure of the skate park, the City and County would be responsible to restore the site to as near original condition as possible. The term of the lease with the school district is also five years. DH Ziegler reported that this will be an impact to the parks budget in 2015 and beyond. He stated that in 2014, the Shelton Metropolitan Park District saw a revenue reduction of over $133,000, and 2015 is expected to see an additional $40,000 decrease in revenue. The $5,000 contribution from Mason County will not offset the entire costs of repair, maintenance and operation of the facility, requiring general fund support.

Park maintenance staffing levels will be decreased in 2015 affecting all park facilities and will be compounded by the additional requirements of managing a skate park. Decreased maintenance activities will include reduced public restroom availability and servicing, reduced landscape maintenance, dry drinking fountains, and none or little turf irrigation. DH Ziegler requested direction from the Commission on this matter:

Commissioner Olsen said it is imperative to keep the skate park open for the kids even if the funds have to be taken from the general or strategic fund.

Mayor Cronce agreed with the need to keep the skate park, and suggested volunteers and donations as alternative funding methods.

Commissioner Moore said it would be devastating to not continue with the skate park, but expressed concern on how the City can cover the cost to maintain the skate park now and into the future.

The Commission concurred to place the Memorandum of Understanding with Mason County and the Lease Agreement with the Shelton School District on the consent agenda for January 26, 2015.

Administration Reports - None

General Public Comment - None

Administrative Final Touches - None

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting will be January 26, 2015 immediately following the Shelton Metropolitan Park District Board Meeting scheduled at 1:30 p.m. due to a Public Records class at 2:00 p.m.

Adjournment
Mayor Cronce adjourned the meeting at 6:42 p.m.