CITY OF SHELTON - CITY COMMISSION
January 26, 2015
EXECUTIVE SESSION – 1:00 p.m.
Shelton Civic Center

Executive Session - Potential Litigation - The Commission held an Executive Session at 1:00 p.m. for 25 minutes to discuss potential litigation with no action to follow. The Commission, Dave O'Leary, Kathleen Haggard, Vicki Look, Steve Goins, Greg Clark and Mike Michael were in attendance. The Commission adjourned the Executive session at 1:25 p.m.

CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – January 26, 2015
Immediately following Shelton Metropolitan Park District Meeting
Shelton Civic Center

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O'Leary, Vicki Look, Steve Goins, Greg Clark, Mike Michael and Lesleann Kangas

Mayor Cronce called the meeting to order at 1:40 p.m.

Commission Reports
- Shelton Mason County Chamber of Commerce 4th Quarter Report – Shelton-Mason County Chamber of Commerce Executive Director Ms. Heidi McCutcheon presented a report on the number of visitors served in the Fourth Quarter of 2014. The report highlighted the tourism efforts made on behalf of the City of Shelton by the Shelton-Mason County Chamber of Commerce. Ms. McCutcheon thanked the City of Shelton for the opportunity to partner with them in promoting tourism.

One or more Commissioners will attend the following activities this week:
- Mason County Board of Health
- Youth Wellness ESD
- Kiwanis Presentation/Spencer Lake
- Legislators/Lobbyist

Public Comment - None

Consent Agenda
1. Vouchers numbered 84974 through 84987 in the amount of $131,421.88
2. Vouchers numbered 85118 through 85145 in the amount of $19,235.54
3. Memorandum of Understanding - Mason County Facilities, Parks & Trails – Authorize to sign when returned from Mason County
4. Lease Agreement For Skate Park – Shelton School District #309 to be signed when returned from Shelton School District

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. Interlocal Agreement PUD Street Lights – City Administrator O'Leary reported that Mason County Public Utility District #3 (PUD) provides street lighting services for the City. Using their existing utility poles, they mount the street lights, provide power for them, and provide for their maintenance. The PUD is offering to change over the entire city to the new technology, Light Emitting Diodes (LED). LED lights use substantially less energy, provide superior lighting, and require less frequent replacement than existing technology. For residential areas, the changeout will occur as PUD crews perform maintenance, essentially changing them one at a time. This should take about 5 years to complete. The changeover on higher traffic streets will occur more quickly. Crews will replace the lights one
sector at a time, over an approximate 2 year period. Work mainly includes replacing existing lights, although in some cases, lights will be added or upgraded to improve safety. Enhancements are also planned for intersections with city traffic lights. We actually own, maintain, and pay the power bill for these lights. The plan includes PUD supplying the lights and our crews would install them. This will occur soon after we buy and replace the lights. CA O’Leary said this also includes an option for adding LED lights to alleys in the downtown area. The Interlocal Agreement shall be effective upon execution and shall continue for ten years. The agreement provides for upgrading the entire City and, if the Commission concurs, should include whether to add alley lighting. The changeover in the residential neighborhoods should yield a savings, since the number of lights is the same and the LED rate is lower. However, staff is unsure about the total savings, given the five year changeover. The 2015 budget for street lighting is $150,000. The package, not including new lights in the alleys will result in an estimated annual increase in fees to the PUD of $708. The PUD is offering an equipment cost enhancement that will allow us to buy the lights over traffic light controlled intersections for a net cost of about $1,500 instead of the usual $4,700 cost. We will see the associated savings after we get a rebate, which will be due us after installation. With power savings of $1,300 per year, we should get our hard investment back in about 15 months. Assuming the Commission adds the option of lighting the alleys, the cost will increase by another $2,427 per year. Given the savings in traffic light intersections and for residential lights, the long-term outcome should be a slight reduction in overall costs, unless the Commission adds alley lights. CA O’Leary said staff recommends approval of the enhanced street lighting proposals and the purchase of lights in the traffic controlled intersections. The Commission should decide whether to include alley lighting. CA O’Leary said the motion for approval should include the Interlocal Agreement authorizing the Mayor to sign. If the Commission wants to add alley lighting, they should include that in their motion. It should also authorize staff to execute the associated work orders, and authorize the City Administrator to make the necessary budget amendments.

Mayor Cronce said he would be in favor of the Interlocal Agreement to include A-F.

Commissioner Moore said she supports A-F with a commitment from the building and business owners in keeping the alleys clean.

Commissioner Olsen agreed and challenged the Chamber to work with business owners and occupiers for a cooperative effort in having a buy in with lighting.

Commissioner Olsen moved to approve the Interlocal Agreement with PUD 3 for City Wide Street Lighting to include Attachments A-F that includes alleys, and authorizes the City Administrator to make necessary budget adjustments and associated work orders; Commissioner Moore seconded the motion. A vote was taken and the motion passed.

Administration Reports

- Interlocal Agreement - Sewer Funding Coalition - Town of La Conner – City Administrator O’Leary said this is the newest of the Interlocal Agreements for the Sewer Funding Coalition. CA O’Leary requested the Commission approve the Interlocal Agreement Sewer Funding Coalition with the Town of La Conner.

Commissioner Moore moved to approve the Interlocal Agreement Sewer Funding Coalition with the Town of La Conner; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

- Sidewalk Standard Policy/Neighborhood Residential Zone – Public Works Director Clark and City Engineer Michael presented two alternative proposed requirements for In-fill Single Family Residence in a Neighborhood Residential (NR) Zone / Non-Residential in an NR Zone and a Pedestrian Mitigation Fee (PMF) Structure. The main features of each alternate proposal are as follows:

  **Alternate A requires installation of a sidewalk:**
  - Applies to Single Family and Non-Residential structures in an NR Zone on a “Critical Pedestrian Routes”
  - Must be located within ½ city block of an existing “connected” pedestrian facility.
  - No additional PMF would be required.
  - A gravel walkway may be considered depending on location

  **Alternate B does not require a sidewalk, but does require a fee:**
  - Applies to Single Family and Non-Residential structures in an NR Zone not located on “Critical Pedestrian Routes”
  - Minimum standard for any project
  - Allows for maximum public use of the right-of-way for the least costs to builder and public
PMF required and based on a sliding scale
PMF discounted further for “Substantial Remodel” if it doesn’t increase the footprint of existing home
If in an area that has existing pedestrian facilities, owner will still pay a small PMF
Either the City can provide an estimate of right-of-way location or the owner/builder can provide a property survey locating lot corners

DH Clark also discussed the PMF structure. He also detailed options for parking, grading and gravel in certain situations, depending on the width of the right-of-way.

Mayor Cronce expressed his appreciation to staff and thinks it is a great starting point, but needs some “tweaks”. He is concerned with too many chunks of missing sidewalk resulting from Alternate B. He would like to look at this as the first step in negotiating a plan that works for everyone.

DH Clark stated that this is just a recommendation at this point and there was no intention of making any decisions today.

Commission Olsen stated that there is already resident support. He said he is very in favor of pedestrian safety and building to increase the economy. He is in favor of the proposal as presented today with more discussion at a later date.

CE Michael stated that the fee schedule is still being worked on.

Commissioner Moore thanked staff for working so hard on this new plan and is excited to move forward.

CA O’Leary asked what the next steps would be.

CE Michael said that once the commission gives direction, he will collaborate with other staff and rewrite the applicable section of the standards bring back before the commission for review and comment.

DH Clark stated that there will also have to be a mitigation fund set up.

After further discussion of how to proceed, Commission and staff agreed to bring the item back for discussion at a later date.

**General Public Comment** - None

**Administrative Final Touches**
- DH Clark – Move Privatizing Solid Waste Touch to February 23, 2015
- CE Michael – Project Management Services
- MA Look – Reschedule Public Records Training

**Announcement of Next Meeting**
Mayor Cronce announced the next regular meeting Monday, February 2, 2015 at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting at 3:17 p.m.

[Signature]
Mayor Cronce

[Signature]
City Clerk Look