Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Acting City Administrator Vicki Look, Greg Clark, Steve Goins, Mike Michael, Erik Birk and Lesleann Kangas

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

Commission Reports

- **Shelton Mason County Chamber of Commerce Fourth 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 2013. 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.

- **Enhancing Our Entrepreneurial Environmental Workshop** – Ms. Heidi McCutcheon introduced Mr. Bob Simmons and Ms. Lynn Longan who spoke on the workshop goals of:
  1) Build a common understanding of how local economies work, especially here in Mason County.
  2) Ensure that the right people in the community are engaged and take actions to create an atmosphere that invites and supports entrepreneurs of all sizes.
  3) Clarify the roles of the various players in the local economy and increase collaboration and communication amongst them.
  4) Create a list of action steps that can be taken in various economic sectors to improve the entrepreneurial ecosystem of those sectors.

They invited the Commission and staff to participate.

One or more Commissioners will attend the following activities this week:
- Housing Coalition Meeting
- Chamber After Hours Event
- United Way Valentine Dessert Auction
- MACECOM Meeting
- Economic Development Council Meeting

Public Comment

Mayor Cronce recognized Ms. Marilyn Vogler who asked the City to provide the same recycling services for businesses as residential.

Mayor Cronce recognized Mr. Tom Davis who requested the Commission move forward with the previously presented Poverty Task Force Recommendations.

In response Mayor Cronce said that the Poverty Task Force Recommendations are scheduled for upcoming meetings.

Mayor Cronce recognized Mr. Gary Yando who said requested the Commission extend the Public Comment time limit. He said Mason County has a five minute time limit.

Mayor Cronce recognized Mr. Charles Orthmann who asked the Commission if they knew who was a private man without wealth, without property, without official title or office, not the commander of armies or ruler of vast lands, he could not boast of any scientific achievements or artistic gifts, yet men, governments and dignitaries have joined hands today to pay homage to? Mr. Orthmann said the answer is Mohandas Gandhi.
Consent Agenda

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. Resolution #1061-0214-Long Term Memorial Policy – Public Works Director Clark reported that in 2013 the City had a temporary memorial placed at First and Railroad Avenue that remained from mid-September through January 10, 2014. The City had no established City Policy in place to control or define limits on memorials and the businesses desired the memorial be removed while the family and friends wanted it to remain. The Public Works Department worked with the family and friends and established a memorial closure date. Based on this experience a draft memorial policy was discussed at the Retreat of January 9, 2014. DH Clark said the proposed Resolution would set guidelines for Policy and Procedures for Memorials relating to both temporary and long term memorials to be developed and implemented by the City Administrator.

Commissioner Olsen had questions relating to policy section 4.2, requests from friends for a memorial provide written approval of the deceased family to be reviewed and 5.3.2, the family shall be required to take out a right-of-way permit for the temporary memorial location if within the City right-of-way.

DH Clark said he would bring this back under Old Business for the meeting of February 18, 2014 for further discussion and clarification.

The Commission concurred to place Resolution #1061-0214 under Old Business for the meeting of February 18, 2014.

2. Historic Register Placement - 218 South Second Street – Associate Planner Birk introduced the owner of the property at 218 South Second Street, Ms. Tiffany Schwander. Ms. Schwander had submitted an application to the Shelton Historic Preservation Board for placement of her property on the City of Shelton Historic Register. She conducted extensive research gathering historical documentations and pictures to ensure the history of her home is accurate. The facts show the home was built in 1889 and that some of her relatives, Kneeland-Draham once lived in the home and its building style is “Victorian Homestead” which remains unchanged since the home was built. AP Birk recommended the Commission designate the 218 S. Second Street residence onto the City of Shelton Historic Register of Historic Places and authorize the Mayor to sign the documents.

Commissioner Olsen moved to approve the placement of the 218 South Second Street house on the City of Shelton Historic Register, authorizing the Mayor to sign the documents; Commissioner Moore seconded the motion. A vote was taken and the motion passed unanimously.

1. Infill Frontage Survey – City Engineer Michael reported that the Commission, as part of the development standards update, reauthorized a policy on dealing with infill lots as far as frontage improvements. This involved City Staff providing engineering services for basic sidewalk frontage improvements. Currently there are a two applications submitted for infill lots in the Angleside area and the quote for providing survey services for these two lots is $9,500. Any additional surveys would be $3,000-$5000. CE Michael is requesting a budget modification to fund the current needs plus dollars for an additional lot.
The Commission concurred to place the Infill Frontage information under Old Business for the meeting of February 18, 2014.

Administration Reports - None

General Public Comment
Mayor Cronce recognized Mr. Gary Yando who commended the Commission, Staff and Buno Construction on the Basin 5 project. Mr. Yando said special notice should go to Mr. Sam Willson who does Computer Aided Drafting (CAD) for the City of Shelton.

Commissioner Olsen added that with the Basin 5 project came 100 blocks of paved roads.

Mayor Cronce recognized Mr. Forrest Cooper who offered his expertise in working with either short or long term memorials.

Administrative Final Touches
- Acting City Administrator Look – Hotel/Motel Tax Advisory Committee Re-appointment

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting Tuesday, February 18, 2014 at 6:00 p.m. due to observance of the Presidents Day Holiday

Adjournment
Mayor Cronce adjourned the meeting at 3:20 p.m.

[Signatures]
Mayor Cronce
City Clerk Look