CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – February 24, 2014
Shelton Civic Center - 2:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Mike Michael, Erik Birk, Jason Dose and Lesleann Kangas

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

Commission Reports

One or more Commissioners will attend the following activities this week:
• Downtown Zoning Open House
• Mason Matters Meeting
• Mental Health and Substance Abuse Committee Meeting
• State of the Community Address

Public Comment

Mayor Cronce recognized Ms. Katherine Price who said all speakers should be commended for the time they have devoted to research whether they live in the City or County. Ms. Price thanked the Commission for slowing down the process, relating to Shelton Hills, and taking the environmental concerns into consideration.

Mayor Cronce recognized Ms. Shawna Whelan who requested the City wait on the Shelton Hills development until Goose Lake and the “C” Street dump were cleaned up.

Mayor Cronce recognized Ms. Patricia Vandehey who read and presented several questions she would like addressed at the next meeting relating to the planned action ordinance presented February 18, 2014.

Consent Agenda
1. Basin 5 Final Acceptance – Buno Construction, LLC $9,620,838.97
2. Strategic Plan Update 2013-2018
3. Hotel/Motel Tax Advisory Committee Reappointment – Ms. Annette McGee with a term expiring December 31, 2014

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

Old Business
1. Poverty Task Force Recommendation – Community and Economic Development Director Goins said this was presented in detail at last week’s meeting and the intent is to provide a path for implementing the recommendations in the Poverty Task Force Report. There seems to be a lot of desire to have the City Commission take a lot of initiative and establish a poverty committee. Staff’s perspective is that it would be a working group that would implement the recommendations of the task force. In the process of hearing testimony at last week’s meeting, Mr. Dave Salzer commented that one of the recommendations is the City would embrace a process to keep the momentum of the task force conclusions moving forward. Mr. Salzer expressed some frustration that this has not moved forward fast or with more vigor. Staff said this committee would evaluate how to make the recommendations a reality.

DH Goins requested Commission direction on how to proceed with the Poverty Task Force Recommendations.
Public Comment on Action Item
Mayor Cronce recognized the following who spoke on moving forward with the Poverty Task Force Recommendations:

- Ms. Marilyn Vogler who said poverty is here and not going away. The Task Force said we need some coordination and communication and not to duplicate efforts. Ms. Vogler said that the primary responsibility is to provide leadership, coordinate community efforts and create a committee to move this forward.
- Mr. Charles Orthmann who said he researched an Ambassador Program in Phoenix, Arizona. He said he would like the opportunity to work on this with the City.
- Mr. Toby Kevin reflected on Mr. Salzer’s comments. He said there is frustration building and that adopting or taking action on a few of the simple proposals in the recommendation would be good.

Commissioner Moore said she feels we are doing some of the steps now. She said the lights are being turned back on.

Commissioner Olsen said copies of the recommendations have been presented to other entities. He said we are moving on things and suggested to turn the lights on, use the old rectory and establish a committee. This should be a community effort and not just on the City.

Mayor Cronce said if lights were added to the alley this would be a budget item.

City Administrator O’Leary said he understands that the lights in the downtown area would be on. The other recommendation is to establish lights in the alley and he has not been able to work on how to implement that yet.

DH Goins said the recommendation was to turn on the lights that had been previously turned off for cost savings to the City. Staff does not have the financial information for turning them back on. Turning the lights back on in the downtown area would probably not have a financial impact.

CA said that the lights that were turned off were where there was already lighting in the area with a savings to the City of about $15,000.

Commissioner Olsen said he did a drive by in the evening and there was only one light in an alley between Railroad and Cota between First and Eighth. He said it seems the lighting issue is coming from the businesses so why don’t they light their businesses for safety.

Mayor Cronce said concerning the Youth Empowerment Strategies (YES) Group, staff could write a letter to the County saying the City would endorse this using a county owned facility.

DH Goins said staff will bring back a letter for Commission signature.

Mayor Cronce said we do not have a budget for a committee.

DH Goins said the limitations would be staff time.

CA O’Leary said he is unsure of budget and staff time. He said do we spend less time on other programs to spend time on this; choices will have to be made. Staff commitment will be difficult.

Commissioner Olsen said maybe the Commissioners could rotate their time.

DH Goins said he would bring how the committee would be laid out like we have with the Shelton Historic Preservation Board.

Mayor Cronce suggested DH Goins bring that back for a future meeting.
New Business

1. Historic Preservation Board Appointment – Ms. Jan Parker – Term expiring December 31, 2014 – Associate Planner Birk reported that Ms. Jan Parker has submitted her letter of interest for reappointment to the Shelton Historic Preservation Board. AP Birk said Ms. Parker lives in the City and has been working at Mason County Historical Society Museum for 10 years with a vast knowledge for Shelton’s past and historical families. AP Birk requested the Commission approve the reappointment of Ms. Jan Parker for a three year term ending in 2016 by placing on the consent agenda for March 3, 2014.

*The Commission concurred to place the reappointment of Ms. Jan Parker to the Shelton Historic Preservation Board for a three year term ending in 2016 by placing on the consent agenda for March 3, 2014.*

2. Water Use Efficiency (WUE) Goals – Six Year Review – Senior Planner Dose reported that the City updated its Water System Plan (Plan) in 2010. Among other things, the Plan outlines the existing water system infrastructure, service capacity, as well as planned improvements to consistently and safely serve our residents as the City’s population base increases. Overall water usage in the City has decreased significantly over the last 15 years. The reduction can largely be attributed to efforts made by the water utility to identify and eliminate leaking water mains and associated infrastructure but also can be credited to changes to the City’s water rate structure which encourages conservation by design. The Municipal Water Law requires that water purveyors review their WUE goals every six years and attempt to assess whether the goals have been met and whether or not the goals should be amended to address current conditions. SP Dose requested the Commission set a public hearing for the consideration of the City’s six year water use efficiency goals for March 17, 2014.

*The Commission concurred to set a public hearing for the consideration of the City’s six year water use efficiency goals for March 17, 2014.*

3. 2013 Budget Modification: General Fund for Land Purchase and Land Donation – Director of Financial Services Beierle said there are two land items included in this budget modification request. A budget modification for $50,957 ($44,000 purchase price, $6,605.61 delinquent taxes/fees, $80.00 recording fee and $271.07 pro-rated 2013 taxes) is needed to support the cost of the Parkview Manor land purchase and $489 (title insurance) is needed to support the 704 N. Third Street land donation in the General Fund which was not included in the 2013 Budget. The net impact to the General Fund was $6,956.68. DH Beierle requested the Commission authorize the City Administrator to make the necessary budget adjustments to support the expenses for these two land transactions.

Commissioner Olsen moved to authorize the City Administrator to make the necessary budget adjustments to support the expenses of these two land transactions, Commissioner Moore seconded the motion. A vote was taken and the motion passed.

4. 2013 Budget Modification: Capital Improvement Fund, Water Fund, Sewer Fund and Storm Drainage Fund – City Engineer Michael reported that there are seven funds that are in need of budget adjustments. The Capital Improvement Fund needing adjustment of $500 (Park and Ride) and $110,500 (K Street), the Water Fund Operations ($277,000 Dayton Airport Road Water Extension Project) and $475,000 (Direct Charge transfer to Capital), the Water Fund Capital $13,000 (Canyon Creek storm project), the Sewer Fund Operations $180,000 (Indirect Charge transfer to Capital), the Sewer Fund Capital $205,000 (Basin 3 Design) the Storm Fund Operation $25,600 (Indirect Charge to Capital) $11,500 (salary charge to fixed assets construction) $10,000 (equipment charge to fixed assets) $7,500 (final accounting Canyon Creek Pre-Design) the Storm Fund Capital $27,000 (Basin 5 stormwater improvements) $30,000 (claims issues K Street). CE Michael requested the Commission authorize the City Administrator to make the necessary budget adjustments to support these expenses.

Commissioner Moore moved to authorize the City Administrator to make the necessary budget adjustments; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.
5. Wastewater Treatment Plant – Intertie Direct Appropriation Funding – City Engineer Michael reported that the Wastewater Treatment Plant (WWTP) Intertie Project will involve a sewer diversion system in a large mixed-use project proposed in the City limits along with some downstream pipe upsizing for the increased flow. The diversion system will allow the routing of sanitary sewage to either of the two existing City of Shelton Wastewater Treatment Plant facilities, the Water Reclamation Plant north of the proposed project near the airport and the Main Treatment Plant in SE Shelton on Oakland Bay. The diversion system will ensure that, as the proposed and future projects in the sewer service area develop, the most efficient use of the existing treatment facilities occurs and that expansion of existing facilities or creation of new facilities will be pursued only when the existing treatment system, as a whole, has reached its threshold capacity. This diversion will effectively allow the two existing WWTPs to operate as one large plant. The City of Shelton has applied and received direct appropriations monies from the Department of Commerce in the grant amount of $1,455,000. CE Michael presented the grant agreement from the Department of Commerce that includes the three percent administration fee. He asked this be placed on the consent agenda for March 3, 2014 authorizing the Mayor to sign.

The Commission concurred to place the Department of Commerce grant agreement for the Wastewater Treatment Plant – Intertie Direct Appropriation Funding on the consent agenda for the meeting of March 3, 2014.

Administration Reports

- Resolution # 1061-0214- Short and Long Term Memorials – Management Assistant Look presented a clerical update to Resolution # 1061-0214 for Commission signatures. The title was changed from Long Term Memorials to Short and Long Term Memorials reflecting the intent of the resolution.
- CE Michael said that in reference to the Department of Health (DOH) grant/loan offer that has been approved through the Public Works Trust Fund Board (PWTFB); EPA came back with a change in the agreement to include American made products. Due to this change the agreement will go back to the PWTRB for reconfirmation and the City should expect to receive it by next week.

City Administrator O’Leary said we will have 60 days after receiving the grant/loan offer to choose one of our water plans.

General Public Comment

Mayor Cronce recognized Mr. Tom Davis who said maybe it should be City Employees who donate their time to the committee for poverty.

Administrative Final Touches

- Management Assistant Look – 2013 Budget adjustment

Announcement of Next Meeting

Mayor Cronce announced the next regular meeting Monday, March 3, 2014 at 6:00 p.m.

Adjournment

Mayor Cronce adjourned the meeting at 3:07 p.m.