CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – March 9, 2015
Shelton Civic Center - 2:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O’Leary, Vicki Look, Greg Clark, Mike Michael, Erik Birk, Mark Ziegler, and Tracy Wilson

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

Management Assistant Look requested to amend the agenda and add the Civic Center Ultraviolet Resistant Roof Coating Budget Modification to the consent agenda.

MA Look requested to amend the agenda and add an item under new business - High School Pool Closure.

Commission Reports
One or more Commissioners will attend the following activities this week:
- County Commission Study Session
- Parks Board Meeting
- After Hours at Maple Glen
- Economic Development Council Monthly Board Meeting
- City Spring Potluck
- Director of the Board of Health – It is Mental Health Awareness Week
- Mason Transit Authority Board
- School Board Meeting
- MACECOM Board Meeting

Public Comment -None

Consent Agenda
1. Manual Warrant numbered 85348 in the amount of $35,571.23 to Department of Revenue
2. Manual Warrant numbered 85349 in the amount of $5,409.14 to Key Bank
3. Civic Center Ultraviolet Resistant Roof Coating Budget Modification authorizing the City Administrator to make necessary budget modifications

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

Old Business
Commissioner Olsen announced that the Commission meeting on 3.23.15 has been changed to an evening meeting.

New Business
1. Well #4 Pump Failure Emergency Repair – Arcadia Drilling, Inc. – Public Works Director Clark stated that the well #4 pump failed on February 13, 2015. Staff thought it was the starter motor, so an electrician was brought in to replace the motor, but it didn’t solve the problem. Arcadia Well Drilling was then called in to test the pump and it was discovered that the pump was fried. This pump sends water to the Mountain View Pressure Zone and currently, Booster Station one is filling in, but this is not sustainable. Staff has deemed the pump replacement as an emergency and presented the Commission with a proposal from Arcadia Well Drilling in the amount of $25,327.31 prior to sales tax. Sales tax is $2,178.15, along with a requested $3000 contingency fee, bringing the total to $30,505.46. Staff is requesting action today so that Arcadia can get the pump running again.
Mayor Cronce asked if the public had any comments and there were none.

Commissioner Moore moved to approve the emergency repair of Well Pump #4 and award the contract to Arcadia Well Drilling, Inc. in the amount of $30,505.46, authorizing the Mayor to sign and City Administrator to make the necessary budget modifications; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

City Administrator Dave O’Leary asked if DH Clark had any ideas about what they would do regarding the faulty pumps at the City Shop.

DH Clark replied that they are working on getting them fixed, but they are priority and are maintenance related.

2. Historic Preservation Board Reappointment – Mr. Forrest Cooper term ending December 31, 2017 – Associate Planner Erik Birk requested that the commission reappoint Mr. Forrest Cooper to the Historic Preservation Board. Mr. Cooper’s previous term ended on December 31, 2013 and he decided to take a year off, but is ready to take on a new appointment if the Commission will approve. AP Birk stated that there is currently low membership on the Board and that it is a tough board to be on, so it is good that they have interest. The Historic Preservation Board has extended a recommendation to the City Commission on Mr. Cooper’s behalf. Staff recommends the Commission reappoint Mr. Forrest Cooper to the Historic Preservation Board for a term ending December 31, 2017 and place this item on the consent agenda for March 16, 2015.

Commissioner Olsen and Commissioner Moore both spoke in favor of the reappointing Mr. Cooper.

The Commission concurred to reappoint Mr. Forrest Cooper to the Historic Preservation Board for a term ending on December 31, 2017, and place this item on the consent agenda for March 16, 2015.

Mayor Cronce recognized Mr. Forrest Cooper who thanked the Commission for having him on the Board and encouraged others who are interested in the history of Shelton to apply.

AP Birk reiterated that they were looking for more members.

Commissioner Moore stated that they need members who have experience with historic preservation.

3. Hotel/Motel Advisory Committee Reappointments for 2015 – Mr. Duane Wilson, Ms. Annette McGee, Ms. Sky Kim and Ms. Maria Kim terms ending December 31, 2015 – Management Assistant Look brought before the Commission letters of interested from Mr. Duane Wilson and Ms. Annette McGee, expressing their interest in reappointment to the Hotel/Motel Advisory Committee. Ms. Sky Kim and Ms. Maria Kim are also up for reappointment. Staff recommends the Commission consider reappointing Mr. Duane Wilson, Ms. Annette McGee, Ms. Sky Kim and Ms. Maria Kim to the Hotel/Motel Advisory Committee for terms ending in December 31, 2015 and place this item on the consent agenda for March 16, 2015.

Mayor Cronce stated that he has enjoyed working with the Committee members, appreciates their volunteerism, and looks forward to continuing work with them.

The Commission concurred to reappoint Mr. Duane Wilson, Ms. Annette McGee, Ms. Sky Kim, and Ms. Maria Kim to the Hotel/Motel Advisory Committee for a term ending on December 31, 2015, and place this item on the consent agenda for March 16, 2015.

4. Timberland Regional Library Board of Trustees Reappointment – Mr. Denis Leverich term ending December 31, 2019 – MA Look presented the Commission with a recommendation from Ms. Patty Ayala Ross, to reappoint Mr. Denis Leverich to the Timberland Regional Library Board of Trustees for a term ending on December 31, 2019. Mr. Leverich’s previous term ended on December 31, 2014 and he is
interested in serving again. Staff recommends the Commission reappoint Mr. Denis Leverich to the Timberland Regional Library Board of Trustees for a term ending December 31, 2019 and place this item on the consent agenda for March 16, 2015.

The Commission concurred to reappoint Mr. Denis Leverich to the Timberland Regional Library Board of Trustees for a term ending on December 31, 2019, and place this item on the consent agenda for March 16, 2015.

5. **Civil Service Commission Appointment – Mr. John Tarrant term ending December 31, 2020 – MA Look**

   presented the Commission with a letter of interest from Mr. John Tarrant, expressing his interest in serving on the Civil Service Commission. This letter is in response to a vacancy left by Mr. Jim Tostevin, whose term ended December 31, 2014. Mr. Tarrant has previous experience serving on the Civil Service Commission as well as being a previous City Commissioner and Mayor. Staff recommends that the Commission appoint Mr. John Tarrant to the Civil Service Commission for a term ending on December 31, 2020 and place this item on the consent agenda for March 16, 2015.

The Commission concurred to appoint Mr. John Tarrant to the Civil Service Commission for a term ending on December 31, 2020, and place this item on the consent agenda for March 16, 2015.

6. **Materials Testing Contract – City Engineer Michael presented the Commission with a Materials Testing Contract with Construction Testing Laboratories, Inc. (CTL) for capital water projects. Staff posted an RFQ in February 2015 and received four responses. CTL was the highest qualified, most responsive bidder. CE Michael stated that this item is budgeted under the contracts themselves as part of the management services costs. The cost of this contract is per use and CE Michael directed Commissioners to the fee schedule included with the briefing packet. He also stated that while most companies require a minimum 4 hour call-out, staff has negotiated a 2 hour call-out with CTL. Staff recommends that the Commission award the Capital Water Projects Materials Testing Services contract to Construction Testing Laboratories, Inc., authorizing the mayor to sign the contract once returned from the contractor and the City Administrator to make necessary budget modifications and place this item on the consent agenda for March 16, 2015.**

   Mayor Cronce asked if we had worked with CTL before and CE Michael said we have not worked with them but they have submitted proposals in response to the last two RFQ’s, have scored high and meet criteria for what the City needs in this contract.

The Commission concurred to award the Capital Water Projects Materials Testing Services contract to Construction Testing Laboratories, Inc., authorizing the mayor to sign the contract once returned from the contractor and the City Administrator to make necessary budget modifications, and place this item on the consent agenda for March 16, 2015.

7. **Shelton City Pool Closure – Commissioner Moore presented a letter for both the City Commission and the County Commission to sign, asking the School Board to delay the closure of the pool while the community works together to find a solution to keep it open. Commissioner Moore stated how important the pool is to the community and that, as an elected official, she wants to have a voice in the issue. She is hoping the School Board with rescind its vote to close the pool and give the community the opportunity to raise funds and come up with a plan to take over the pool. She said County Commissioner Jeffries is on board as well and it looks like both she and Commissioner Weatherlin will sign the letter. Commissioner Moore would like to know if her fellow Commissioners will sign the letter and if they are willing to work with Metropolitan Parks to find a solution. Included with the letter are the County Commission agenda item summary form and a list of Mason County School Districts with the 2015 taxable assessed values to show the other schools that would be using the pool.**

   Commissioner Olsen pointed out that North Mason and Elma aren’t feeder schools.

   Commissioner Moore stated that he was correct in that they shouldn’t be on the list.
Commissioner Olsen stated his support for signing the letter and that the community is also showing a lot of support.

Commissioner Moore said the County would be signing their letter next Tuesday and she would like to see ours signed before that. She stated that this is nothing against the School Board and that any monies would go through the voters.

Mayor Cronce would like to review the letter and will withhold support and comment until he has reviewed it. He said he has an issue with us advising another board how to operate.

Commissioner Moore stated that she is influenced by the effect this is having on our community.

Mayor Cronce stated again that he would like to think on this, but he knows that the other two Commissioners can vote it through. He said he won’t sign it right now, but Commissioner Moore and Commissioner Olsen are free to vote it through and sign it.

Commissioner Olsen suggested we wait to see for sure what the County Commission will do.

CA O’Leary said he does not believe there are any policies that would impede the signing of the letter and can’t see any reasons for the Commission to wait on a vote.

Mayor Cronce said he was in favor of voting now and that he is probably not going to change his mind.

After further conversation, the Commission decided to vote on the issue sooner rather than later.

_Commissioner Olsen moved that the City support the signing of the letter independent of the Mason County Commissioners, Commissioner Moore seconded the motion. A vote was taken and the motion passed, with Mayor Cronce voting against signing the letter._

**Administration Reports** – None
Meeting with All Washington Cities (AWC) on Wednesday regarding geographic information systems
Mason County Emergency Operations Center (EOC) Meeting - organizing for emergency management

**General Public Comment**
Mayor Cronce recognized Ms. Marilyn Vogler who stated that she talked to Representative Griffey and learned that there was funding at the State level for the pool, but the School Board had voted to close the pool. She is not sure what happened to the money, but suggested that the Commission look into it.

Mayor Cronce recognized Ms. Jacque MacAlevy who addressed Ms. Vogler’s comment. She said the Pool Advisory Board had learned of the State monies last year and that a $250,000 grant request was submitted in September of 2014. This money was granted, but the School Board would have to take action fairly quickly in order to receive the grant money.

**Administrative Final Touches**
Mayor Cronce stated again that he is not against the pool, but is not in favor of signing a paper that is telling another board what to do.

**Announcement of Next Meeting**
Mayor Cronce announced the next regular Commission meeting of Monday, March 16, 2015, at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting to at 3:50 p.m.

Mayor Cronce

City Clerk Look

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