Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O’Leary, Vicki Lock, Steve Goins, Greg Clark, Mike Michael, Cathy Beierle, Mark Ziegler
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:
- Skookum Rotary Meeting
- Mason Matters Meeting
- Board of Health Meeting
- Mental Health and Substance Abuse Advisory Board Meeting

Public Comment - None

Consent Agenda

1. Resolution #1063-0314 - A Resolution of the City of Shelton, Washington Adopting the City of Shelton Water Use Efficiency Goals for the Period 2014 Through 2020

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. Civic Center Rotating Art Gallery - Parks and Recreation Director Ziegler reported that the Shelton Arts Commission met on March 11, 2014 to jury the art submitted by eight artists. The Commission chose work by four different artists and their works as follows: Ms. Diana Fairbanks – oil, Ms. Lariane Wade – Oil, Mr. David May – ceramics and Ms. Marina Kuran – Mixed Media, who had to pull her art due to a prior commitment. Upon approval, the art will be installed on April 1, 2014 and in place through June 30, 2014. DH Ziegler requested the Commission place the Shelton Arts Commission recommended art on the consent agenda for March 31, 2014.

The Commission concurred to place the Shelton Arts Commission recommended art on the consent agenda for March 31, 2014.

2. Ordinance No. 1846-0314 – First Reading – An Ordinance of the City of Shelton, Washington, Amending the Chapter 14.20 of the Shelton Municipal Code to Repeal the Capital Hill Sewer Connection Charge Prospectively – City Engineer Michael reported that in the late 1990’s the City installed sewer to the Capital Hill area due to septic tanks failing. The Special Assessment was instituted as an alternative to Utility Local Improvement District. The property owners took full financial responsibility and the City maintained control over design and construction, and through the City’s involvement very favorable financing of the costs was available through State and Federal sources. All originally identified developed properties being connected to the sewer, all assessments being paid or secured through a payment plan, retirement of the bonds being complete, and institution of General Facility Charges (GFC’s), the necessity of the Special Assessment appears to have come to the end of its life. With the current GFC’s, it does not seem necessary for the City to continue collecting this Special Assessment. The current sewer GFC is intended to account for the value conveyed to a property for the existence of the entire sewer system, including those components in the Capital Hill area. CE Michael requested a First Reading of Ordinance No. 1846-0314 with a Second Reading and adoption placed on the consent agenda for March 31, 2014.
Mayor Cronce requested a First Reading of Ordinance No. 1846-0314 as follows:
An Ordinance of the City of Shelton, Washington, Amending the Chapter 14.20 of the Shelton Municipal Code to Repeal the Capital Hill Sewer Connection Charge Prospectively

The Commission concurred to place the Second Reading of Ordinance No. 1846-0314 and adoption on the consent agenda for March 31, 2014.

3. Ordinance No. 1847-0314 – First Reading – An Ordinance of the City of Shelton, Washington, Relating to Title 12 Streets and Sidewalks, Amending Chapter 12.20 of the Shelton Municipal Code Relating to Authorized Uses and Construction Within the Public Right of Way and Adding a New Chapter 12.32 – City Engineer Michael said staff has been working to complete the implementation of the updated Right-of-Way Use Code adopted by the Commission in 2013. This effort has revealed the need for minor edits of the code to add clarity or to provide better ability for staff to administer the use of the city right-of-way. As part of the adoption in 2013 the “no-cut” provisions adopted in 2007 were erroneously removed. This was not the intent of the 2013 code updates and needs to be corrected. CE Michael said the best way to insert the original “no-cut” provisions is as a new chapter in Title 12 of the Shelton Municipal Code. CE Michael requested a First Reading of Ordinance No. 1847-0314 and place the Second Reading and adoption on the consent agenda for March 31, 2014.

Public Works Director Clark said there is a clerical error in the ordinance in section 12.32.030, street excavations prohibited, the old section number 12.21 is in there and it should be 12.32. He said that will be corrected for the Second Reading and adoption.

Mayor Cronce requested a First Reading of Ordinance No. 1847-0314 as follows:
An Ordinance of the City of Shelton, Washington, Relating to Title 12 Streets and Sidewalks, Amending Chapter 12.20 of the Shelton Municipal Code Relating to Authorized Uses and Construction Within the Public Right of Way and Adding a New Chapter 12.32

The Commission concurred to place the Second Reading of Ordinance No. 1847-0314 and adoption on the consent agenda for March 31, 2014.

4. Lake Blvd Design Contract – SCJA – City Engineer Michael reported that in 2012, staff submitted a grant application to the Transportation Improvement Board (TIB) for construction funding of this project. That application was successful and the City has been awarded $3,186,270 (90 percent funding) for the construction of improvements between SR3 and the City Limits. Additionally, Mason County Local Transportation Group has allocated $450,000 of Federal funds for design. Staff completed a solicitation process to select a design firm. Out of the 13 Statements of Qualifications submitted, three firms were selected to meet with staff for further discussions. From this, staff selected the firm of SCJ Alliance as the most qualified firm for this project. A contract meeting the requirements of the Local Agency Guidelines has been drafted and approved by Washington State Department of Transportation. The design contract includes a fee estimate not to exceed $478,265. This project is included in the 2014 Street and Storm Capital Budgets. CE Michael requested the Commission approve the contract with SCJ Alliance for the Lake Blvd Road Restoration Design for an amount not to exceed $478,265 by placing on the consent agenda for March 31, 2014, authorizing the Mayor to sign all related documents when returned from contractor.

The Commission concurred to place the contract with SCJ Alliance, not to exceed $478,265, for the Lake Blvd Road Restoration Design on the consent agenda for March 31, 2014, authorizing the Mayor to sign all related documents when returned from contractor.

5. Basin 3 Design – Department of Ecology Loan Extension – City Engineer Michael said the City of Shelton secured an Ecology Centennial/State Revolving Fund (ECY-SRF) loan award of $439,400 to design the Basin 3 sewer rehabilitation project in January 2012. Basin 3 is the fourth basin planned to be addressed by the City to resolve Inflow/Infiltration (I/I) issues in the sewer conveyance system. In July 2012, the City executed a contract with Parametrix, Inc. to complete the design of Basin 3 Improvements. These efforts have been slowed due to continued efforts to secure funding for the construction. In late 2013, it was determined that this slowing of the design would push completion of the work into 2014. CE Michael requested and the Commission
approved a request to the ECY-SRF program to extend the finding agreement through June 30, 2014. The extension has been approved and is now before the Commission for action. The design contract and eligible funding has not changed. The debt service payments have been delayed by six months under the terms of this amendment. CE Michael requested the Commission concur with the amendment to Department of Ecology SRF Agreement #L1200003 by placing on the consent agenda for March 31, 2014, authorizing the Mayor to sign.

The Commission concurred to place the Amendment to Loan Agreement #L1200003 with Department of Ecology on the consent agenda for March 31, 2014, authorizing the Mayor to sign.

Administration Reports
1. Northcliff Canyon Creek Culvert Repair - City Engineer Michael reported that the culvert under Northcliff Road has been identified as needing replacement. The failure portion of the culvert is downstream of the road itself; it is in the sidewalk and in the embankment to the west of the actual travel lanes. It does not appear to have migrated under the road but there are still concerns that there may be long term or unseen damage under or in the road embankment. CE Michael said it is a Small Works Project and in terms of cost under $300,000. Staff met with four contractors off the Small Works Roster List. The basic plan is to excavate the road, pull out the existing failed culvert and replace it within the road embankment. There will be some investigation of the downstream portion of the culvert between there and Second Street that will not be touched at this point but will give a sense of the condition. Fish and Wildlife is on board and Senior Planner Dose is working on getting a SEPA issued. Interim City Administrator Look gave the authorization for project design and project management support. CE Michael said he will be back in three to four weeks to present the Commission with a construction contract.

Public Works Director Clark said the road would need to be closed for 48 hours to complete the project with reader board signage for information. The complete project will take about two to three weeks to complete.

2. Letter of Support YES – Community and Economic Development Director Goins said this letter of support is addressed to Mason County Board of County Commissioners implementing a recommendation of the Poverty Task Force. This letter is in support for Youth Empowerment Strategies (YES) in their proposal to use the former Saint Edwards Rectory building as a youth center.

Management Assistant Look read the letter presented.

The Commission concurred to sign the letter to Mason County Board of County Commissioners in support for Youth Empowerment Strategies (YES) in their proposal to use the former Saint Edwards Rectory building.

City Administrator O’Leary thanked Management Assistant Look for filling in for him in his recent absence.

General Public Comment
Mayor Cronce recognized Mr. Toby Kevin who thanked staff for moving forward with recommendations from the Poverty Task Force and endorsed the Commission signing this letter. Mr. Kevin said the neighborhood and businesses in the area have been addressed about this facility being a youth center.

Administrative Final Touches
• DH Goins - Department of Commerce Grant Funding – Comprehensive Plan Update
• DH Goins - Community Development Block Grant – Fair Housing Act Resolution

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting Monday, March 31, 2014 at 2:00 p.m.
**Executive Session** - Mayor Cronce recessed to an Executive Session at 2:55 p.m. for 45 minutes to discuss qualifications and salary for a new Police Chief. The Commission, City Administrator Dave O’Leary and Management Assistant Vicki Look were in attendance. MA Look announced the meeting would be extended for 35 minutes for further discussion.

**Adjournment**
Mayor Cronce adjourned the meeting at 4:15 p.m.

Mayor Cronce  
City Clerk Look