CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – April 8, 2013
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Greg Clark, Mike Michael, Dennis McDonald and Lesleann Kangas

Mayor Cronce opened the meeting at 2:00 p.m.

Commission Reports

• Proclamation - National Service Recognition Day – Administrative Assistant Kangas read the National Service Recognition Day Proclamation and Mayor Cronce presented it to the AmeriCorps representatives present at the meeting.

One or more Commissioners will attend the following activities this week:

• Economic Development Council Meeting
• Mason Transit Authority Board Meeting
• “Empty Bowls” Soup Night

General Public Comment – None

Consent Agenda

1. Transfers and Direct Banking Fees in the amount of $224,720.37
2. Voucher numbers 80709 and 80711 in the amount of $25,587.02
3. Manual warrant number 80712 in the amount of $50,685.61
4. K Street Final Acceptance
5. a) Ordinance No. 1825-0413 – Second Reading – An Ordinance of the City of Shelton, Washington, providing for the issuance, sale and delivery of not to exceed $1,200,000 aggregate principal amount of unlimited tax general obligation refunding bonds to provide funds necessary to refund certain outstanding Unlimited Tax General Obligation Bonds, 1998; providing for the issuance, sale and delivery of not to exceed $700,000 aggregate principal amount of limited tax general obligation refunding bonds to provide funds necessary to refund certain outstanding Limited Tax General Obligation Bonds, 1999; fixing or setting parameters with respect to certain terms and covenants of the bonds; and appointing the City’s designated representative to approve the final terms of the sale of the bonds

b) Ordinance No. 1826-0413 – Second Reading – An Ordinance of the City of Shelton, Washington, relating to the waterworks utility of the City, including the sewage system; providing for the issuance of Water and Sewer Revenue and Refunding Bonds in the principal amount of not to exceed $3,700,000 to finance the Upper Mountain View Pressure Zone improvements for water mains, storage and treatment system and the design and construction of a water booster pump station, including land purchase, to serve the Angleside Reservoir and Pressure Zone, to refund the City’s outstanding Water and Sewer Revenue Bonds, 1997 and Water and Sewer Revenue Bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City’s designated representative to approve the final terms of the sale of the bonds; and providing for other related matters

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

Old Business – None
New Business

1. City of Shelton Design and Construction Standards – Community and Economic Development Director Goins said he was bringing this forward to update standards that are considered to be too rigid and the concerns of the “sidewalks to nowhere.” DH Goins said the objective is to include: examining the current Standards to eliminate conflicts between the Standards, details within the Standards, and the Shelton Municipal Code (SMC); to create a new section establishing construction standards for reclaimed water system improvements; and to address concerns regarding frontage improvements requirements for “in-fill” development projects contained within the current Standards. DH Goins addressed the concerns regarding frontage improvements with four frontage improvement options:
   1) ensure proposed frontage design improvements would meet a minimum functional standard that the improved roadway would be adequate for the volume and type of vehicular traffic anticipated
   2) address storm water collection and treatment, and provide adequate on-street parking,
   3) facilitate required utility improvements
   4) provide for pedestrian connectivity.

   He presented a power point showing the four different options for frontage improvements. DH Goins requested public comment and Commission direction regarding alternative approaches and asked this be placed under Old Business for the meeting of April 22, 2013.

   Commissioner Olsen said he would like the term “sidewalks to nowhere” not be used. He said that sidewalks have to start somewhere and some is better than none, 60 feet of sidewalk is a start, if we continue to do no sidewalk and parking improvements it will continue to look the same and we will have no development. His proposal is the City do the work and the owners buy the concrete.

   Commissioner Pannell thanked DH Goins for the good job with this update saying it is very readable and clear.

   Mayor Cronce said this is a huge step in the right direction. He said he would love to see a consistent flow and all the streets and sidewalks connect to one another but that takes money. He said it makes more sense to do a sidewalk on one whole side of a block, maybe charge the builder and put the money in a pool to make a full sidewalk.

   DH Goins said he will bring this back on April 22, 2013 for further discussion and Commission direction.

2. Abatement Strategy for 2013 – DH Goins said that in 2011, the City established a streamlined, proactive process to deal with derelict structures. He presented a power point showing the “top ten” residential and commercial derelict buildings in the City of Shelton. To improve Staff’s ability to address these and other structures, additional code update options DH Goins presented were the following:
   1) An update to the Shelton Municipal Code (SMC) that would provide the City with the ability to require property owners to clean-up large accumulations of junk and trash in yards
   2) Amend the SMC to require rental properties to secure a business license from the City, and establish an annual inspection that would ensure rental properties are maintained and meet minimum fire and life safety standards, as established by the City of Pasco, WA.,
   3) Establish a program to require registration and maintenance of foreclosed homes, like that being considered in Pierce County, WA.
   4) Consider an approach similar to that of Indiana cities promoting land banking and redevelopment through partnership with banks, builders, and non-profits.

   He described the different approaches addressing blight, the increasing number of poorly maintained and abandoned structures, requiring differing levels of support and resources to establish and maintain. He suggested a combination of the listed approaches might work for the City.

   Commissioner Olsen said he liked the idea of landlords being required to have a business license for rental properties. He said he is a big proponent of abatement.
Commissioner Pannell said she is pleased that this is coming forward, and would encourage local builders into turning a liability in an asset.

Mayor Cronce said he is in favor of the abatement of vacant houses. On the issue of the government coming into his rental properties he thinks people do not want to go this far, it is overkill.

Commissioner Olsen said there are a number of landlords in the City that need to be addressed and it is our job as Public Safety and Health to ensure rental properties are safe.

Mayor Cronce recognized Ms. Marilyn Vogler who asked what happens to the property after abatement and what is done for positive redevelopment of the now vacant property.

DH Goins said the property ownership would stay the same and the City would lien the property for abatement costs. He said that the abatement would get the demolition step out of the way for redevelopment and make the site and neighborhood more attractive.

Mayor Cronce recognized Mr. Forrest Cooper who said he liked the proposed residential abatements but has concern for the commercial. He said the commercial properties could have historic value and what would prevent the property from being turned into a parking lot.

City Administrator O’Leary said that as we work our way through this we need ideas to get this done efficiently.

DH Goins said he would bring this back for continued discussion and comments.

3. IGA#19 Amendment #1 - Dayton Airport Water – Design – Regional Projects Manager McDonald reported that the Washington State Patrol (WSP) and Department of Corrections (DOC) have provided design funding for the Dayton Airport Road Water Expansion Project (DAW) under Intergovernmental Agreement (IGA) #18. WSP further agreed to fund design for extending City water main and service lines on their Academy property under IGA #19. Amendment #1 to IGA #19 is to rectify a clerical error and address unanticipated costs of the project. The clerical error was $20,000 in applying design consultant costs to IGA #19. The unanticipated project costs include the Pocket Gopher Survey requirement, additional project administration costs due to plan modifications and delays, and finalization of indirect costs. Amendment #1 to IGA #19 will increase the agreement with WSP from $91,315.40 to $124,573.99. RPM McDonald requested IGA#19 Amendment #1 - Dayton Airport Water – Design be placed on the consent agenda for April 15, 2013, authorizing the Mayor to sign when WSP has completed its signing process and returned the amendment to us.

The Commission concurred to place IGA#19 Amendment #1 - Dayton Airport Water – Design on the consent agenda for April 15, 2013, authorizing the Mayor to sign when WSP has completed its signing process and returned.

4. IGA#20 Amendment #1 - Dayton Airport Water - Construction – RPM McDonald reported that the Dayton Airport Road Water Expansion Project (DAW), part of the Regional Plan, is constructing a City water main from Tarragon Street on Shelton Springs Road to the Washington State Patrol (WSP) Academy, and building Academy onsite water conveyance infrastructure. Intergovernmental Agreement (IGA) #20 states WSP’s Agreement to fully pay for the construction costs that include project construction, construction management, and contract administration services. Amendment #1 to IGA #20 ads language to facilitate a final billing to meet the state’s biennial budget timeframe that will end June 30, 2013. The City’s requirement of WSP to fully pay for the water main construction necessitates modifying the current agreement to address anticipated project cost to occur after the June 30, 2013, deadline, including completion of the Latecomers Agreement and typical project closeout costs. This cost is estimated between $10,000 and $15,000. There is no impact to the existing “Not to Exceed” agreement amount of $2,909,938.04. RPM McDonald requested the Commission place IGA#20 Amendment #1 - Dayton Airport Water – Construction on the consent agenda for April 15, 2013, authorizing the Mayor to sign when WSP has completed its signing process and returned the amendment to us.
The Commission concurred to place IGA#20 Amendment #1 - Dayton Airport Water – Construction on the consent agenda for April 15, 2013, authorizing the Mayor to sign when WSP has completed its signing process and returned.

**Administration Reports** - None

**Public Comment**
Mayor Cronce recognized Mr. Tom Davis who thanked DH Goins for the proactive approach to chronic problems. He said that there are multiply signs and one very big for sale sign on the Annie’s property on Railroad Avenue and he wonders how many signs it takes to sell property. He wondered if there was a sign ordinance relating to sign size and how many for sale signs can be posted.

**Administrative Final Touches** - None

**Announcement of Next Meeting**
Mayor Cronce announced the next regular meeting of Monday, April 15, 2013 at 6:00 p.m.

**Adjournment**
As there was no further business the meeting was adjourned at 3:42 p.m.

Mayor Cronce

City Clerk Look