CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – April 14, 2014, 2:00 p.m.
Shelton Civic Center

Presiding: Mayor Pro Tem Olsen, Commissioner Moore, Mayor Cronce excused
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Greg Clark, Les Watson, Jason Dose and Lesleann Kangas

Mayor Pro Tem Olsen called the meeting to order at 2:00 p.m.

Commission Reports

- Proclamation - April Volunteer Month – Commissioner Moore read this April Volunteer Month proclamation honoring the volunteers in our community.

- Shelton Mason County Chamber of Commerce 1st Quarter Report – Ms. Heidi McCutcheon - Shelton-Mason County Chamber of Commerce Executive Director Ms. Heidi McCutcheon presented a report, in accordance with their Tourism Grant Contract for 2014, on the number of visitors served in the 1st Quarter of 2014. 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.

One or more Commissioners will attend the following activities this week:
- Mason Transit Authority Board Meeting

Public Comment

Mayor Pro Tem Olsen recognized Ms. Marilyn Vogler who presented RCW’s relating to Planning Goals, Comprehensive Plans and Affordable housing incentive programs. Ms. Vogler said with the Hall Equities project moving forward the City should encourage the availability of affordable housing to all economic segments of the population.

Old Business
1. Design Contract Award to KPFF – SR3 Enhancements – Public Works Director Clark reported on this at the meeting of April 7, 2014. He said there has been pressure from the State to close this project in 2014. Staff has had meetings with Local Programs looking at the scope of work to satisfy the grant. This project needs to get underway swiftly in order to hit the fish window so approval of the design contract needs to be in place to get construction going this summer. If the City does not get this done in the time agreed, Washington State Department Of Transportation is saying the City will have to repay the current $280,000 spent of federal funding. The current remaining balance of the grant is $383,000 and the City match would be $36,000, which is not budgeted. Due to the request from headquarters of how the monies have been spent and the reasons for delay in work, staff has been working with various entities and believes we have a solution to complete the project that meets the grant obligations, while removing the risk of the City repaying previously spent funds. The contract with KPFF is to complete bidding and permitting documents for this effort. KPFF was selected as the most qualified team and has been negotiating a scope and budget for the necessary design efforts. DH Clark requested Mayor Pro Tem Olsen sign the contract with KPFF to allow completion of design, environmental and permitting as needed for the SR3 Park and Ride and Shelton’s Point Entryway Corridor Project.

Public Comment on Action Item

Mayor Pro Tem Olsen recognized the following whose comments included getting volunteers and the private sector involved with this project: Mr. Forrest Cooper and Mr. Tom Davis.

Commissioner Moore moved to authorize the Mayor to sign the contract with KPFF allowing the completion of design, environmental and permitting as needed for the SR3 Park and Ride and Shelton’s Point Entryway Corridor Project, Mayor Pro Tem Olsen seconded the motion. A vote was taken and the motion passed.
New Business

1. Resolution #1064-0414 – A Resolution of the City of Shelton, Washington Declaring City Vehicles Surplus to the Needs of the City, and Disposing of Such Vehicles for the Common Benefit – Lieutenant Watson said the Shelton Police Department is requesting the surplus of three vehicles. The proceeds from sale of these vehicles will be used to offset costs of Police Department vehicles to include repair/maintenance of existing vehicles and/or purchase of a vehicle. Lieutenant Watson requested Resolution # 1064-0414 be placed on the consent agenda for April 21, 2014.

The Commission concurred to place Resolution #1064-0414 on the consent agenda for April 21, 2014.

2. Shelton Timberland Regional Library Board Appointments – Ms. Marilyn Vogler & Ms. Samantha Franklin – Management Assistant Look reported that the Shelton Timberland Regional Library Board consists of five members. Ms. Vogler and Ms. Franklin have submitted letters of interest to fill the two current vacancies. Library Manager, Ms. Patty Ayala Ross has sent letters of recommendations for both. MA Look requested the placement of Ms. Marilyn Vogler, with a term expiring December 31, 2018, and Ms. Samantha Franklin, with a term expiring December 31, 2016, to the Shelton Timberland Regional Library Board be placed on the consent agenda for April 21, 2014.

The Commission concurred to place the appointments of Ms. Marilyn Vogler, with a term expiring December 31, 2018, and Ms. Samantha Franklin, with a term expiring December 31, 2016, to the Shelton Timberland Regional Library Board on the consent agenda for April 21, 2014.

Administration Reports

1. Trees Discussion – Public Works Director Clark and Senior Planner Dose presented an overview of Street Trees that included photos of Street Tree Damage, New Street Tree Planting Containers and Benefits of Street Trees. Pictures were presented showing surface damage to sidewalks, curbs, curb-ramps, all pavements and discussion was held on possible damage to waterlines, mains and sanitary sewers. Public Works Crews have been grinding sidewalks to add life before having to replace and to reduce liability.

DH Clark said he is recommending tree management to include:

- inventory and map street tree locations
- prioritize trees needing removal and replacement
- select type of tree for replacement

DH Clark presented photos on the new trial street tree containers, overview of sight distance issues and a cost summary for the new street planter containers. He said the container causing the most concerns is the one at 5th and Railroad Avenue and that one should be moved south one foot or made shorter. The others are located at signalized intersections.

SP Dose presented the benefits of trees such as:

- reduced vehicle speed
- safer and more inviting walking environments
- improves Business District Sales Numbers
- less stormwater impacts and heat gain
- better air quality
- improved aesthetics
- added property values
- increased urban habitat

He presented pictures of streets that have trees in comparison to those that do not. His presentation also included examples of candidate trees, having to consider local conditions.

DH Clark said decisions do not have to be made today and he would like Commission’s thoughts on Street Tree Management, Corridor Planting Themes for Arterials, Tree Selection and Choices and Continue Use/Trial of Street Tree Containers.
Commissioner Moore said she has been researching trees and there are not a lot of varieties. She said she would not like to see the street trees removed and likes the idea of becoming a tree city. She commended the Public Works Crews for their innovative spirit in the building of the new planters.

Mayor Pro Tem Olsen said the tree survey is a great idea and his choice for a tree would be the Hornbeam tree. He is dismayed with the level of negativity before the project is complete. The three containers at the controlled intersections do not seem to be a problem but the one located at 5th and Railroad maybe altered or removed. His recommendation is to let the containers have a chance through the summer to see the results.

**General Public Comment**
Mayor Pro Tem Olsen recognized the following who expressed their concerns with the newly placed containers and trees on Railroad Avenue: Mr. Forrest Cooper and Mr. Tom Davis. Ms. Tristen Star and Ms. Marilyn Vogler also added concerns and positive comments on the planters.

**Administrative Final Touches**
- DH Clark – Northcliff Culvert Budget Modification
- CA O’Leary – Hiring Police Chief Process

**Announcement of Next Meeting**
Mayor Pro Tem Olsen announced the next regular meeting of Monday, April 21, 2014, at 6:00 p.m.

**Adjournment**
Mayor Pro Tem Olsen adjourned the meeting at 3:52 p.m.

Mayor Cronce

City Clerk Look