CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – April 21, 2014
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O'Leary, Vicki Look, Steve Goins, Cathy Beierle, Greg Clark, Mark Ziegler, Terry James, and Lesleann Kangas

Mayor Cronce called the meeting to order at 6:00 p.m.

Commission Reports
• Mason County Democrats Donation - Shelton Creek Trail Project – Ms. Marilyn Vogler read a resolution from the Mason County Democrats presenting the City of Shelton Parks and Recreation a $200.00 donation for the Shelton Creek Trail Project.

• Mason County Transit Authority Community Center Video – Mayor Cronce introduced Ms. Kathy Geist, who then introduced the video creator, Mr. Mark Woytowich. They both spoke on the value the new Transit Community Center will bring to our community. IT Network and Systems Technician Terry James presented the video.

Commissioner Olsen said this will be a tremendous boost for our community and gave special thanks to Legislator Representative Kathy Haigh and former Mason County Commissioner Herb Baze.

Commissioner Moore said the Transit Community Project is a great project. She also thanked the Mason County Democrats for their donation to the Shelton Springs Trail.

One or more Commissioners will attend the following activities this week:
• Mason Matters Meeting
• Habitat for Humanity Ribbon Cutting Ceremony
• City of Shelton Special Commission Meeting

Public Comment
Mayor Cronce recognized Mr. Forrest Cooper who expressed his continued concerns with safety and communication regarding the planter boxes and trees issues.

Mayor Cronce told Mr. Cooper his concerns have been heard and that this is a trial period and we respect the voice of all the people.

Commissioner Olsen responded that this Commission does its best to follow the consensus of all citizens. He said this project needs to be given a chance and all the negativity isn't helping.

Commissioner Moore added that the different trees presented for consideration is a small point.

Consent Agenda
1. Vouchers numbered 83167 through 83274 in the amount of $461,526.91
2. Payroll Warrant numbered 71204 through 71379 in the amount of $608,237.29
3. Commission Meeting Minutes from:
   • Business Meeting of April 7, 2014
   • Study Session of April 14, 2014
5. 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
3. Environmental Review for Housing and Urban Development (HUD) Project-based Section 8 Vouchers - Community and Economic Development Director Goins reported that Mason County Housing Authority contracts the management of Housing and Urban Development (HUD) public-assisted housing, including Section 8 rental assistance programs, with the Longview Housing Authority and Bremerton Housing Authority. HUD requires a review for environmental compliance for new projects operating under these federal housing programs, as well as periodic reviews for continued leasing. Publicly-assisted housing projects operating in Shelton include the Kneeland Park, Saratoga Springs and the new Mason County Shelter Apartments. DH Goins said staff was contracted by Bremerton Housing Authority in order to obtain a Determination of Categorical Exclusion to allow HUD project-based vouchers to be issued for tenants of the new Mason County Shelter facility. There are no known adverse effects associated with the new project and typically the Community and Economic Development Director signs environmental documents as the City’s Responsible SEPA Official; in this case HUD is requesting the Mayor sign the Determination of Categorical Exclusion. DH Goins requested the Commission authorize the Mayor to sign completed Determination of Categorical Exclusions by placing it on the consent agenda for April 28, 2014.

The Commission concurred to place the authorization for the Mayor to sign Determination of Categorical Exclusions on the consent agenda for April 28, 2014.

4. Abatement Strategy Update – Community and Economic Development Director Goins presented a PowerPoint detailing recent and proposed abatement activities. Recent activities have resulted in the abatement of several residential and commercial properties, mostly through voluntary compliance. In June 2013, the hearings examiner considered the abatement list “Top Ten” determined by staff, and concluded the criteria had been met to deem these dangerous buildings, and issued orders to property owners directing compliance. Since then, two structures have been abated (318 Fir St, and 1022 Turner Ave.). Two more have contracts issued for demolition at 2125 Washington St. and 611 Fairmount Ave., at a cost of approximately $16,000. Staff has been in discussions with the owners of 118 Cascade Ct. and 628 Ellinor Ave. (demolition permits have been issued for these structures), and 128 N. First St. to achieve voluntary compliance. DH Goins said he would update the Commission on these sites later this year. The other three properties (303 S. Second St., 109 Delanty St., and 213 W. Harvard Ave.), will also be the focus of abatement activities for 2014. Other recent activities addressing nuisance properties has resulted in abatements at 1113 W. Cota St., 1936 Laurel St., 225 W. Harvard Ave., 525 Arcadia Ave., 1025 Turner Ave., 421 W. I St., and 817 W. Cota St. Five other structures have been demolished, including the City owned house at 616 N. First St. DH Goins said keep the Commission updated on these sites.

The Commission thanked DH Goins for the update.

5. Police Chief Profile and Search Consultant – City Administrator O’Leary reported that Chief Eklund announced his retirement effective May 15, 2014. Since then staff has been preparing to recruit a new Chief of Police. This includes building a profile of an ideal candidate to be our new Chief based on input from City Commission, Police Employees, Department Heads and local citizens. CA O’Leary said the expectations of a Police Chief are very challenging. The Chief must manage varied and sometimes conflicting stakeholder interests. These include but are not limited to: police employees, city administration, elected officials, everyday citizens, and the business community. The Police Chief must be responsible for both technical and operational issues and life or death decisions. CA O’Leary said staff is recommending a facilitated search using the services of a professional recruitment firm. Two organizations have been interviewed, Washington Association of Sheriffs and Chiefs of Police (WASPC) and Prothman Company. WASPC is less expensive but Prothman’s search process includes a more robust set of services and guarantees, giving us better odds of finding excellent finalists. For these reasons, staff recommends that we select Prothman as our search firm. CA O’Leary recommended the Commission select the Prothman firm, authorizing him to sign the contract, not to exceed $21,000 by placing it on the consent agenda for April 28, 2014.

The Commission concurred to place the Prothman contract on the consent agenda for April 28, 2014, authorizing the Mayor to sign, and not to exceed $21,000.