CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – May 6, 2013
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Pannell
Staff Present: Acting City Administrator Vicki Look, Steve Goins, Greg Clark, Mike Michael, Jason Dose and Lesleann Kangas

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

Commission Reports

- Shelton Mason County Historical Society – First Quarter Report – Executive Director Mr. Justin Cowling presented the First Quarter Report in accordance with their Tourism Grant Contract for 2013. Mr. Cowling reported that with their website updated they have sold a record amount of books. Mr. Cowling thanked the City for the lodging tax funds and stated he is appreciative of the continued support of their organization.

Commissioner Olsen announced that the Mason Transit Authority Board has decided to borrow reserves to move forward with the Community Center project.

One or more Commissioners will attend the following activities this week:
- Law Enforcement Officers and Fire Fighters (LEOFF) Board Meeting
- Economic Development Council Board Meeting

Public Comment
Mayor Cronce recognized Ms. Tracy Moore who spoke on the upcoming Spell-E-Bration event scheduled for May 10, 2013, at the Civic Center. Ms. Moore invited all to attend this event being held to raise money for Sound Learning.

Mayor Cronce recognized Mr. Tom Davis who said that sometimes the three minute rule for public comment is difficult to be able to speak clear and concise when you are concerned about the time. He suggested it not be such a hard fast concrete rule.

Mayor Cronce announced at 6:13 p.m. the continuation of the Public Hearing for the City of Shelton Shoreline Master Program (SMP) Update being presented by Senior Planner Dose. SP Dose reported that after the presentation of April 1, 2013 he has received several calls, with the majority of callers inquiring as to their jurisdiction (City or County) and whether or not their particular property lies within Shoreline jurisdiction. Also, a number of discussions were held between staff and the Port of Shelton regarding recommended changes relative to Port interests. SP Dose presented a total of seven proposed amendments as follows:
1) Section 3.5 – Economic Development Goals and Policies - Recognize the substantial planning efforts the Port of Shelton has pursued relative to development of Oakland Bay Marina including the Port of Shelton Comprehensive Plan and the Shelton Marina Patrons Guide.
2) Section 3.7 – Public Access Goals and Policies – Same comments as above
3) Table 6-1- Shoreline Use Matrix – The proposed SMP does not directly address the recent interest in pursuing conversion of existing boathouses to a shellfish nursery use at the Oakland Bay Marina. Staff recommends up to 10 boathouse conversions to occur at the facility as a permitted use in compliance with the aquaculture regulations. Also considerations could be made for a separate commercial dock/float be added in the future. SP Dose noted that the allowance for 10 boathouses to convert allows the Port of Shelton flexibility, but also indicates that, if the limit is reached, the Port of Shelton should install a separate facility devoted to a use that does not impact the public use nature of the facility.
4) Section 6.6.3 – Regulations – Boathouses and Covered Moorage – The proposed SMP does not directly address the conversion of existing boathouses to a shellfish nursery.
5) Table 6-1- Shoreline Use Matrix – The proposed SMP would only allow non-water oriented Commercial Users “as part of a mixed use project including water dependant users” with a Conditional Use Permit and would not allow any institutional uses (including medical offices) at all within the Urban Goldsborough Creek Shoreline Environmental Designation.

6) Table 6-1- Shoreline Use Matrix – Request to combine single family/multifamily residential uses into one use type (Residential).

7) Table 6-1- Shoreline Use Matrix – Request removal of “above ground utility lines and underground utility lines” altogether as utility service connections. They would be reviewed in connection with the underlying permit action (i.e. residence, a commercial use, etc.). Main transmission lines and pump stations, etc. would be reviewed under the “Major Utilities” use type.

SP Dose recommended that the Commission have a First Reading of an Ordinance to adopt the Shoreline Master Program Update at the meeting of May 28, 2013.

Public Testimony
Mayor Cronce recognized Mr. Lee Geist who said he owns a boathouse at the Marina. During the summer months he has an empty boathouse so he contacted shellfish growers to rent his boathouse during those three months. His concern is that all commercial uses should be considered, not just shellfish nurseries, which could/will promote tourism in the community.

Mayor Cronce recognized Ms. Jane Callea said water pressure is terrible at the Marina and asked that the water pressure be checked before renting out the boathouses which would be needed to make commercial rentals successful.

Mayor Cronce recognized Mr. Tom Davis who said he has a concern for tourism in our community. He asked SP Dose what percentage of the boathouses the 10 would represent. SP Dose responded about 15 percent.

Mayor Cronce closed the Public Hearing for the City of Shelton Master Program Update at 6:41 p.m.

The Commission concurred to hold a First Reading of an Ordinance to adopt the Shoreline Master Program Update at the meeting of May 28, 2013.

Consent Agenda
1. Vouchers numbered 80831 through 80880 and 80882 through 80933 in the amount of $630,039.85
2. Manual Warrant numbered 80881 in the amount of $4,693.02 to Key Bank
3. Commission Meeting Minutes from:
   • Study Session of April 8, 2013
   • Business Meeting of April 15, 2013
   • Study Session of April 22, 2013
   • Study Session of April 29, 2013

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

Old Business
1. Abatement Strategy – Community and Economic Development Director Goins presented a power point update to the presentation presented at the meeting of April 8, 2013. The updated 2013 Abatement Strategy included the following:
   1) Review current list of candidate structures for abatement.
      DH Goins presented an updated current top ten list of structures that included removal of some and addition of two new properties. Staff’s recommendation is to proceed with the abatement process utilizing the Hearings Examiner and return to Commission in 45-60 days once the hearing process is complete to discuss next steps.
2) Discuss an Ordinance update to better address junk and trash in yards. 
DH Goins presented and requested a First Reading of Ordinance No. 1828-0513 that would better address junk and trash by making a public nuisance enforced as a Class 1 civil infraction.

3) Consider approaches to encourage improved property maintenance.
DH Goins requested to consider an Ordinance establishing annual or bi-annual inspections of rental units (modeled after City of Pasco) requiring a City business license. He recommended establishing a task force that would recommend an approach for the City to consider.

4) Address unmaintained foreclosed homes.
DH Goins suggested a registration of foreclosed homes. He said Pierce County is in the process of adopting language for this and the City could wait to take action to follow suit.

5) Consider proactive measures that promote redevelopment and reinvestment.
DH Goins presented a proposal by the Mayor to acquire through purchase or condemnation derelict properties and making these properties available for purchase and restoration or redevelopment. DH Goins said that with all of the presented items the option is to remove all or any element from consideration.

The Commission concurred to extend the meeting for up to one hour at 7:59 p.m.

Mayor Cronce recognized the following people who had comments and concerns with item #3 related to requiring City business licenses and inspections of rental properties: Ms. Kathy McDowell, Mr. Tom Davis, Mr. Jim Throckmorton, Ms. Heidi McCutcheon, Ms. Gail Straus, Ms. Deb Nielsen, Mr. Kevin Cronquist, Ms. Wendy Allen, Mr. Joseph O’Connor, Mr. Richard Beckman, Ms. Pam Schlauderaff, Ms. Ginny Brush, Ms. Rose Nye, Ms. Kathy Geist, Mr. Forrest Cooper, Ms. Jennie Throckmorton and Mr. Byron Debban.

Commissioner Pannell thanked all for their comments and concerns and wanted all to know this is not a done deal. She said we are in the business of working with the citizens to make this a better City.

Commissioner Olsen said the intent is to better the community. He said no decisions have been made and thinks a task force could be a good way to get ideas from both sides.

Mayor Cronce said he is very strongly in favor of four of the items presented but not the licensing and inspecting of rental units. He said adding regulations is not good for the prosperity of the City.

Commissioner Olsen said that no economic growth is not due to regulations it is the economy.

DH Goins requested direction from the Commission on the presented items, particularly on the Ordinance concerning junk and trash requesting a First Reading.

Mayor Cronce requested some rewording of this draft Ordinance.

Commissioner Pannell suggested the Mayor and DH Goins sit down and work on rewording this Ordinance.

Commissioner Olsen said he is good with the draft Ordinance as presented.

These items will be brought back at a later date for further discussion.

New Business
1. Property Donation to the City of Shelton – DH Goins said the City was contacted by Wells Fargo Bank regarding the property at 704 N. Third Street, to consider accepting this property as a donation for redevelopment. Wells Fargo will provide clear title to the property, pay taxes up to the day of closing, pay all past utility bills and closing costs to transfer title. Demolition of the structure on the property has already been accomplished. Wells Fargo Bank originally requested the property be used for low income housing. Staff said there may be a higher and better use for the property and Wells Fargo agreed. DH Goins requested the Commission concur to allow himself and City Administrator O’Leary to move forward with the donation policy.
The Commission concurred for Community & Economic Development Director Goins and City Administrator O’Leary to move forward with the donation process as per City policy.

2. Resolution #1048-0513 – A Resolution of the City of Shelton, Washington, Declaring the Purchase of Clarifloc C-6266 Polymer, to be Clearly and Legitimately Limited to a Sole Source, and Waiving Competitive Bidding Requirements for such a Purchase – Public Works Director Clark reported that the Sewer Department is requesting the Commission approve a Sole Source authorization for the purchase of Clarifloc C-6266 Polymer, a dewatering agent necessary for the drying process, at the newly updated Wastewater Treatment Plant. Polymer is an organic chain compound with each having a patented organic chain formula. Each polymer works in a different manner, and as such, when the biosolids dryer equipment was purchased, the Clarifloc C-6266 was identified as the solely acceptable formula for optimal operation of the equipment. The amount for a year of the polymer is $36,000. Staff requested the Commission place Resolution #1048-0513 on the consent agenda for May 13, 2013.

The Commission concurred to place Resolution #1048-0513 on the consent agenda for May 13, 2013.

3. 1st Street Paver Project – City Engineer Michael said the planned First Street Restoration Project was structured with the intention to work with Washington State Department of Transportation (WSDOT) to have them manage the construction as part of their paver project scheduled for this summer. WSDOT has agreed to this concept and has provided a copy of their standard agreement for this type of cooperation. WSDOT is currently advertising this project and is planning to open bids May 8, 2013. Staff requested the Commission place this under Old Business for the meeting of May 13, 2013 for further information.

The Commission concurred to place the 1st Street Paver Project under Old Business for the meeting of May 13, 2013 for further information.

4. Canyon Creek Overflow Conveyance Project – CE Michael reported staff has been working with our consultant and interested contractors to finalize the proposal package for the Canyon Creek Overflow Project. The documents were completed and delivered to eligible contractors on May 3, 2013. Staff will still be accepting bids until May 10, 2013. Based on current estimates from our consultant team as well as staff, we are anticipating a construction cost of between $250,000 and $300,000. Staff will be reviewing the bids and will be bringing the Commission final information under Old Business on May 13, 2013.

The Commission concurred to place the Canyon Creek Overflow Conveyance Project under Old Business for the meeting of May 13, 2013.

5. Wastewater Treatment Project (WWTP) Correction and Enhancements – CE Michael said that over the course of the WWTP Rehabilitation Project, staff has routinely discussed both with the Commission and with United States Department of Agriculture – Rural Development, the desire and benefits of adding components originally designed (but not bid) as well as new enhancements to the treatment plant systems. This has been possible due to the very favorable bid that the City received on this project. Staff provided a series of letters justifying the additions and describing the various components and enhancements that the City desires to incorporate into the WWTP. It has currently been approved for the entire package of enhancements requested as well as the process to hire contractors to complete the work remaining after the settlement with Stellar J. The work anticipated to complete the project is as follows:
   1) Completion of the pavement restoration along Fairmount Avenue
   2) Design and construction of the components necessary to place the second centrifuge in service.
   3) Design and construction of additional controls in various systems to allow for greater remote operation and monitoring of the system.
   4) Additions to the SCADA operating system to allow automation of various functions that would allow for additional efficiencies and cost savings through reduced peak demand charges for electrical usage.
   5) Installation of the second 3mm fine screen in the Headworks facility.
   6) Design and incorporation into SCADA of an electronic O&M Manual and assess management capabilities.
7) Addition of additional storage and staff space as identified in the original facility plan presented to USDA. This building would be adjacent to the biosolids building and could be completed to any level and be used for current or future equipment storage and staff needs.
8) Addition of an “air gap” facility at the Biosolids building per Water Department/CCS request.
9) Completion of disputed/incomplete work remaining after the settlement with Stellar J Corporation. These items include:
   a) Correction of code compliance issues with the Control Building HVAC system.
   b) Correction of electrical system installation items that do not meet industry standard (and may be code compliance issues).
   c) Completion of misc. control wiring within various buildings.
   d) Other minor pick-up items – some are suited to be done as part of routine maintenance.
These corrections and enhancements have previously been approved for funding by USDA. CE Michael requested the Commission reaffirm their earlier decisions and authorize staff to proceed with the anticipated corrections and enhancements within the constraints of the remaining USDA grant funding by placing on the consent agenda for May 13, 2013.

The Commission concurred to place the Wastewater Treatment Project (WWTP) Correction and Enhancements within the constraints of the remaining USDA grant funding on the consent agenda for May 13, 2013, reaffirming their earlier decisions.

Administration Reports
1. Canyon Creek Basin Plan – CE Michael presented a draft Canyon Creek Regional Watershed Solutions Study Report by OTAK, Inc. for review. He reported that this Thursday, at the Civic Center, there will be a presentation on what came out of the planning effort for public information. Locations for drop in meetings being called “coffee shop” meetings will be announced at a later date. CE Michael said after all of the meetings he will be bring back the document for approval.

Public Comment
Mayor Cronce recognized Ms. Gail Straus who commented on the structure of the meetings.

Administrative Final Touches
• CE Michael – Highways and Local Programs

Announcement of Next Meeting
Mayor Cronce announced the next regular Commission meeting of Monday, May 13, 2013, at 2:00 p.m.

Adjournment
As there was no further business the Commission business meeting was adjourned at 8:36 p.m.

Mayor Cronce
City Clerk Look