CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes - June 16, 2014
Shelton Civic Center - 10:00 a.m.

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

Mayor Cronce called the meeting to order at 10:00 a.m.

Commission Reports

One or more Commissioners will attend the following activities this week:
• Association of Washington Cities Conference/Spokane

Public Comment - None

Consent Agenda
1. Vouchers numbered 83537 through 83641 in the amount of $1,925,979.52
2. Resolution #1067-0614 – Resolution Authorizing Investment of City of Shelton Monies in the Local Government Investment Pool
3. Growth Management Act 2016 Comprehensive Plan Update – Grant Application – Authorize the Mayor to sign

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. WWTP Phase II and Front Street Improvements – City Engineer Michael reported that at previous meetings staff has discussed various items of additional work that United States Department of Agriculture – Rural Development (USDA-RD) has approved for inclusion in the Wastewater Treatment Plant (WWTP) Improvements Project. Items of work include:
   1. Installation of a solids dewatering centrifuge with controls, Headworks screen, and slide gate motor operators.
   2. Relocation of unit heaters and construction of ventilation fans in biosolids building.
   3. Construction of pumping stations, piping, valves and other mechanical systems.
   4. Construction of instrumentation equipment at two existing pump stations.

On June 3, 2014 the City received four bids and the lowest responsible bidder was Prospect Construction with a bid of $1,653,120.79. This contract will use the standard construction contract as modified and approved by USDA-RD for use under their funding package. USDA-RD State Engineer, Dave Dunnell has concurred in the award and the work has been identified as eligible under the current grant funding provided by them. There is sufficient budget under the WWTP Project. CE Michael requested the Commission award the bid to Prospect Construction and authorize the Mayor to sign the contract when received from contractor by placing on the consent agenda for June 23, 2014.

The Commission concurred to award the bid to Prospect Construction and authorize the Mayor to sign the contract when received from contractor by placing on the consent agenda for June 23, 2014.
2. **WWTP Equipment Purchase – Vacuum Pump & Trailer** – City Engineer Michael said staff has discussed various items of additional work and equipment that United States Department of Agriculture – Rural Development (USDA-RD) has approved for inclusion in the Wastewater Treatment Plant Improvements Project. The equipment items are:
   - Trailer Mounted Vacuum Excavation System
   - Portable Trailer Mounted 6 Inch (6") Pump
This purchase was advertised as a formal solicitation (RFP), which closed to proposals on June 6, 2014. The RFP resulted in six proposals for the Vacuum and two (2) proposals for the Pump. The lowest responsive quote amounts for the equipment are as follows:
   - Portable Trailer Mounted 6 Inch (6") Pump – Dewatering Solutions
There is sufficient budget under the WWTP Project and the work has been identified as eligible under the current grant funding. CE Michael requested the Commission approve the Vendor Awards to J.F. Sahlberg Co. Inc. and Dewatering Solutions by placing on the consent agenda for June 23, 2014.

*The Commission concurred to place the Vendor Awards to J.F. Sahlberg Co. Inc. and Dewatering Solutions on the consent agenda for June 23, 2014 for approval.*

3. **Equipment Purchase – Paint Stripe Machine** – City Engineer Michael said the EMR Department is requesting to purchase a standup, self-propelled, 2 gun paint striper with pressurized glass bead application system. Staff requires the vendor to be an authorized distributor with ability to provide maintenance service and training on site at the City of Shelton Public Works Shop. This paint machine will be used in our Curbs and Crosswalks Painting Program and will replace the old paint machine. The old paint machine is 11 years old and showing signs of limited remaining useful life and will be kept for use as a spare in times of emergency. A request for quotes for a paint machine meeting the City’s performance specifications was advertised and two were received. The lowest responsive quote was for $18,699 from Alpine Products. CE Michael requested the Commission approve the Vendor Award for Alpine Products purchasing a paint machine by placing on the consent agenda for June 23, 2016.

*The Commission concurred to place the Vendor Award Form for Alpine Production for the purchase of a paint machine on the consent agenda for June 23, 2016.*

**Administration Reports**
City Administrator O’Leary said he would also be out the rest of the week attending the Association of Washington Cities Conference in Spokane.

**General Public Comment** – None

**Administrative Final Touches** - None

**Announcement of Next Meeting**
Mayor Cronce announced the next regular Commission meeting of Monday, June 23, 2014 at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting at 10:25 a.m.

\[Signature\]
Mayor Cronce

\[Signature\]
City Clerk Look