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

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

**Commission Reports**
- The Community Foundation of South Puget Sound - Mason Matters Grant – Ms. Kim Klint, Executive Director of Mason Matters read this grant award that supports the “Bridge to Prosperity” initiative that is critical to every element in Mason County’s Community Health Improvement Plan.

One or more Commissioners will attend the following activities this week:
- Association of Washington Cities Convention
- Mental Health Advisory Board Meeting
- Veterans Community Meeting
- Mason County Historical Society Car Show

**General Public Comment**
Mayor Cronce recognized Mr. Tom Davis who requested the City consider a community task force relating to the poverty and homeless issues in the City of Shelton. Commissioner Olsen said he is now included as a voting member with the Mason County Board of Health; so the City does have representation on policy decisions.

**Consent Agenda**
1. Resolution No. 1049-0613 – A Resolution of the City of Shelton Amending Resolution #1040-0712, The City Fee Schedule, Revising Fees and Adopting New Fees

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

**Old Business**
1. Ordinance No. 1833-0713 – First Reading – An Ordinance of the City of Shelton, Washington, Amending Shelton Municipal Code Section 20.38.100, Pertaining to Temporary Signs – Community and Economic Development Director Goins said this was discussed in detail at last week’s meeting. He said in summary, there will be a 90-day temporary sign allowance and he clarified that other parts of the sign code are not being exempted.
DH Goins requested the Commission have a First Reading of Ordinance No. 1833-0713 today and place on the consent agenda for July 1, 2013 for a Second Reading and adoption.

**Mayor Cronce requested a First Reading of Ordinance No. 1833-0713 as follows:**
An Ordinance of the City of Shelton, Washington, Amending Shelton Municipal Code Section 20.38.100, Pertaining to Temporary Signs

The Commission concurred to place Ordinance No. 1833-0713 on the consent agenda for a Second Reading and adoption for July 1, 2013.

2. Canyon Creek Pre-Design Final Draft Report – City Engineer Michael said staff presented a draft Canyon Creek Watershed Solutions Study to the Commission in May 2013 for review. A formal open house was held in June as well as two informal opportunities for public comment. Staff said out of these meetings they received very positive feedback on the recommended actions proposed in the plan. The following amendments are proposed as follows:
1) Substituting existing Capital Improvement Plan (CIP) project #1 – Canyon Creek Habitat, Water Quality, and Flood Reduction Project; $4.5M
2) CIP project #2 – North 3rd Street Conveyance System Upgrade; $390,000
3) CIP project #8 – Laurel Street Drainage improvements between Second and Seventh Street; $440,000 in the 2008 Stormwater Comprehensive Plan for the five projects as follows:
   1) CIP #1 - Canyon Creek Overflow Conveyance; $700,000
   2) CIP #2 - Northcliff Road Pipe Rehabilitation; $90,000
   3) CIP #3 - Canyon Creek Stream Daylighting; $910,000
   4) CIP #4 - Laurel Street Low Point Conveyance; $320,000
   5) CIP #5 - Laurel Street Flow Diversion; $480,000
The total for the new Canyon Creek Pre-Design Report Projects is $2,500,000 for a net savings of $2,840,000
CE Michael requested the Commission place the Canyon Creek Pre-Design Final Report and amendment to the
Canyon Creek Regional Watershed Solutions Study Report as an amendment to the current Stormwater
Comprehensive Plan and replacing Capital Improvement Plan projects, as identified, with the Capital
Improvement Plan included in the Study on the consent agenda for July 1, 2013.

The Commission concurred with CE Michael’s request.

3. Resolution #1050-0613 - A Resolution of the City of Shelton, Authorizing a Loan Agreement Between the
City of Shelton and the State of Washington Department of Ecology from the Washington State Water Pollution
Control Fund, Loan No. L1300028 for the Canyon Creek Design Project – CE Michael said he presented this at
the meeting last week and his recommendation is to not accept this loan. He requested the Mayor sign a thank
you letter and said it is not in the City’s best interest to accept this loan at this time. Public Works Director Clark
added that this loan would be for design only and also recommended to decline this loan.

The Commission concurred with CE Michael’s request

New Business
1. Resolution No. 1051-0713 – A Resolution of the City of Shelton, Washington Adopting the
Comprehensive Six (6) Year Transportation Improvement Program for the City of Shelton for the years 2014
through 2019 – CE Michael reported that the purpose of the 6-Year Transportation Program (TIP) is “to assure
each city and town shall perpetually have available advanced plans looking to the future for not less than six years
as a guide in carrying out a coordinated transportation program.” This is mainly used for local agencies to
prioritize their transportation projects anticipated work to be done during the next six years; for the Washington
State Department of Transportation (WSDOT) to know what projects are anticipated; to list those projects that
have federal and/or state funding secured; to identify those projects that are anticipating state or federal funding
that is not yet secured; and to allow WSDOT to create a list of projects for the Statewide Transportation
Improvement Program. The 6-Year TIP is required to be updated annually and adopted each year. The City is
mandated to submit to WSDOT within 30 days of adoption and preliminary data is due to WSDOT in August.
CE Michael requested the Commission schedule a Public Hearing for July 1, 2013 for the 2014-2019, 6-year
Transportation Improvement Program.

The Commission concurred to schedule a Public Hearing for July 1, 2013 for the 2014-2019, 6-year
Transportation Improvement Program.

2. Wastewater Treatment Plant Design and Construction Services Contract Amendment #11 – CE Michael said
this amendment is being proposed to allow Parametrix to continue to support staff through the completion of the
Wastewater Treatment Plant Project (WWTP). Due to the City’s ability to add back features and enhancements to
the facility upgrade, staff has identified a need for construction document preparation to allow certain restoration
efforts to be reimbursed through the remaining grant funds instead of loan funds. This will result in bid
documents for the pavement restoration along Fairmount Avenue between Olympic Highway South and the
WWTP. Rebidding this work, will allow it to be considered part of the WWTP project and allow the cost to be
covered with residual grant funds instead of loan funds if the work was to remain a portion of the Basin 5 project.
Parametrix has provided staff with a scope and budget for these added services in the amount of $19,893.15
which is currently covered by the amount budgeted for the WWTP project. CE Michael requested the Commission place the approval of amendment #11 to the Parametrix contact on the consent agenda for July 1, 2013, authorizing the Mayor to sign when returned from contractor.

The Commission concurred to place Amendment #11 to the Parametrix Contract on the consent agenda for July 1, 2013, authorizing the Mayor to sign when returned from the contractor.

Administration Reports
City Administrator reported he is beginning to schedule his annual City presentation to service organizations.

General Public Comment
Mayor Cronce recognized Ms. Kelly Fredson Olson who, lives in the area of the Canyon Creek flooding area; she thanked the City for moving forward with money being spent on improvements concerning Canyon Creek.

Administrative Final Touches
• CE Michael – Dayton Airport Road Final Acceptance
• DH Clark – Zipper working on streets and trenching

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting of Monday, July 1, 2013 at 6:00 p.m.

Adjournment
As there was no further business the meeting was adjourned at 2:40 p.m.

Mayor Cronce

City Clerk Look