CITY OF SHELTON - CITY COMMISSION
Monday - July 21, 2014
EXECUTIVE SESSION – 5:30 p.m.
Shelton Civic Center Back Room
To discuss potential real estate acquisition – lasting 25 minutes with no action to follow
CANCELLED

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

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O’Leary, Vicki Look, City Attorney Haggard, Steve Goins, Greg Clark, Mike Michael,
Tracy Wilson and Leslean Kangas

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

Commission Reports
- Franklin/Street One-way – City Engineer Michael presented maps relating to the formal request from Mason
Transit Authority (MTA) for the proposed change of a portion of Franklin Street to a one-way street. CE
Michael said some of the concerns with the expanded use from MTA such as large delivery trucks from
Safeeway and protection of the traveling and pedestrian traffic made the proposed one-way make sense. The
proposal has traffic flowing one direction from Seventh to Fifth Street. The traffic at the intersection at Fifth
will no longer have to stop, continuing on to Fourth where, if turning to Railroad, will be controlled by a
traffic light.
CE Michael said the proposal maps are available at the Civic Center Public Works office.

One or more Commissioners will attend the following activities this week:
- Mason Matters Meeting
- Mason County Board of Health Meeting
- Criminal Justice Meeting P.M.

Public Comment
Mayor Cronce recognized Mr. Tom Davis who said that his concern is to have one entity focused, such as Green
Diamond or Forterra, on a particular industry that is going to be instrumental in the future of the County and City.
He said this county is perfectly situated between two highly dense urban areas and has everything working for it,
so he asked the Commission to look at Forterra and their visioning effort; to see the whole picture and that all
opportunities are being explored.

Mayor Cronce recessed the regular meeting and opened the Public Hearing at 6:25 p.m.

Public Hearing – Resolution #1069-0714 – 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 2015-
2020 – City Engineer Michael reported that the Transportation Improvement Program (TIP) is for local agencies
to prioritize their transportation projects and is anticipated 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 (STIP). Federally funded projects must be incorporated into the STIP
before money will be disbursed to a local agency. The City is required to update and adopt their 6-Year TIP
annually. CE Michael requested the Commission place Resolution #1069-0714 on the consent agenda for July
28, 2014.
Commissioner Olsen asked about Evergreen and where we are on it.

CE Michael responded that due to the timing of the State Transportation plan relative to our local TIP adoption of last year's plan to include the Evergreen project did not take effect until January 1, 2014. We are working on the process now and expect to bring this back the middle of next month.

Mayor Cronce asked about Lake Boulevard and Pioneer Way and when that will happen.

CE Michael said Pioneer Way/Lake Blvd is in design and staff expects to have construction in late spring or summer of next year.

**Public Testimony**
Mayor Cronce recognized Mr. Greg Johnson who said his question had been answered in the presentation. He said the Lake Boulevard Road is in desperate need of repair and to please put this above all other road repairs.

*Mayor Cronce closed the Public Hearing and at 6:35 p.m.*

**The Commission concurred to place Resolution #1069-0714 on the consent agenda for July 28, 2014.**

**Consent Agenda**

1. Vouchers numbered 83735 through 83860 in the amount of $494,209.67
2. Payroll Warrants numbered 71737 through 71920 in the amount of $603,668.58
3. Commission Meeting Minutes from;
   - Business Meeting of July 7, 2014
   - Study Session of July 14, 2014
4. Dewatering Solutions Award Form - Increase from previously approved $52,296.53 to $53,546.53 to include freight
5. Ordinance No. 1853-0714 – Second Reading - An Ordinance of the City of Shelton, Washington, relating to the waterworks utility of the City, including the sewage system; providing for the issuance of a Water and Sewer Revenue bond, 2014 in the principle amount of $3,358,000, to redeem the City’s Water and Sewer Revenue Bond Anticipation Note, 2012 and pay costs of issuing the Bond and repaying the Note; authorizing the sale of the Bond to the United States of America, acting through the United States Department of Agriculture; and fixing the terms and covenants of the Bond

*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. **Ordinance No. 1855-0814 – An Ordinance of the City of Shelton, Washington, Adding a New Chapter to Title 20 of the Shelton Municipal Code Relating to Temporary Homeless Encampments** – Community and Economic Development Director Goins reported that in 2010 the Revised Code of Washington (RCW) was amended to include RCW 35A.21.630, establishing regulations for temporary encampments for the homeless, and placing prohibitions on local actions related to this land use. This ordinance proposes establishing regulations regarding temporary homeless encampments hosted by religious organizations. DH Goins said that cities and counties can impose conditions on temporary tent encampments intended to protect public health and safety that do not substantially burden the decisions or actions of the religious organization. Staff is proposing that the City establish an approval process that effectively protects public health and safety. DH Goins presented the proposed requirements and limitations for temporary tent encampments as follows:
   - The perimeter of the encampment would be located 20 feet from the neighboring property or public right-of-way;
Six-foot visual screening would be required around the perimeter of the encampment;
Any exterior lighting would be downward directed and contained within the encampment;
The maximum number of occupants would be 100, with provisions that would allow imposing a lower
maximum occupancy;
Requiring a minimum number of on-site parking spaces dedicated for this use;
Prohibiting minors to stay at the encampments, with certain limiting provisions;
In addition, the managing agency and host would provide and enforce a written code of conduct, which not
only provides for the health, safety, and welfare of the temporary homeless encampment residents, but also
mitigates impacts to neighbors and the community. The code of conduct shall, at a minimum, prohibit:
Possession or use of alcohol or illegal drugs;
Violence;
Open flames;
Trespassing on private property in the surrounding neighborhood;
Littering in the temporary homeless encampment site or the surrounding neighborhood.
Other provisions would require the managing agency to appoint an individual as a point of contact for the
Shelton Police, and would require maintaining a list of on-site members. The encampment would have
communal cooking facilities, sanitary facilities and access to water. Inspections by various regulatory entities
would be mandated to ensure the encampment maintains minimum health and safety standards, and other
conditions of approval are being met. DH Goins requested the Commission set a Public Hearing for August
18, 2014 to accept written and oral testimony on the proposed regulations.

Commissioner Moore asked what constitutes visual screening and if the Church was in a historic district if the
screening would meet historic requirements. DH Goins responded the visual screening would only be temporary
and would be gone after the 90 days.

Commissioner Moore asked if the property had to be adjacent to the church. Attorney Haggard responded no, the
requirement is that the property be owned by a religious organization.

Commissioner Olsen said he had no questions and this was well written.

Mayor Cronce said that the opening of the new Homeless Shelter should help with places for people to reside.

Mayor Cronce recognized Ms. Marilyn Vogler who said her concern with this is the timing. She recommended
that we hold off on this until the Human Services Committee has been appointed and able to present their input.

City Administrator said the problem is if someone wanted to set up a tent encampment they could not be stopped
and at this time there are no regulations in place. He said he would follow up with Ms. Vogler on her concerns.

Attorney Haggard said this ordinance sets the ground rules for a tent encampment permit.

Mayor Cronce said that he respects Ms. Vogler’s comments and concerns and is favor of moving forward.

Commissioner Olsen said he is comfortable with Ms. Vogler’s comments with a limited time. He said he does
not feel this ordinance will adversely affect the homeless.

*The Commission concurred to set a Public Hearing for August 18, 2014 for Ordinance No. 1855-0814.*

2. **Wastewater Treatment Plant (WWTP) Additional Items** — City Engineer Michael reported on the additional
improvements and associated design/engineering services relating to the WWTP. He said the WWTP project
was funded through the United States Department of Agriculture Rural Development (USDA-RD) and was
scaled back to assure that the project could be completed within the available funds. The project team has
been very successful in managing cost and that, combined with very favorable bids, has resulted in surplus
funding. Four items remain on the list of needed or recommended additional work as follows:

- Construction Services for the current contract for the WWTP Phase II work;
• Replacement and/or upgrade of computers and Human Machine Interface (HMI) devices to eliminate the issue recently created by Microsoft ending its support of the Windows XP operating system;
• Modification to a portion of the Biosolids facility, and associated design and engineering services, to create a more versatile building that can be used for vehicles and equipment storage now while the need for biosolid storage is low, yet still be available and useable for biosolid storage if and when that need materializes; and,
• Construction of an additional building, and design and engineering services, to be used for utility staffing purposes now and into the future.

CE Michael said based on the complete work, current contracts, anticipated costs for the remaining work, and reasonable contingencies; it appears that sufficient funding is available to complete all of this remaining work. These items are covered under the current budget and are eligible and would be covered under the existing USDA-RD grant funds. CE Michael requested that the Commission concur in proceeding with the additional work items identified, and approved by USDA-RD, and direct staff to prepare and return, for Commission review and approval, an amendment to the current Parametrix contract for the design and support services necessary to complete these items prior to the funds expiring in 2015.

The Commission concurred with the recommendation to proceed with the additional work items identified, and approved by USDA-RD, for the WWTP project and bring back an amendment to the current Parametrix contract for contract and design support services necessary to complete these items prior to the funds expiring in 2015.

3. Civic Center Ultraviolet Resistant Roof Coating Budget Modification – Public Works Director Clark said that as part of the 2014 budget process, Facilities requested $150,000 to apply an ultraviolet resistant roof coating on the civic center. This coating will protect and extend the life of the current civic center roofing from further ultraviolet disintegration. At that time, it was decided to complete this maintenance work over a three year period from 2014 through 2016, with $50,000 budgeted in 2014 and an additional $50,000 budgeted for this work in both 2015 and 2016 for a total of $150,000. A request for quotes for this maintenance work was sent to four (4) qualified vendors on June 9th and a subsequent walkthrough was held on June 18th. Two quotes were received by the Facilities Department and the low bid of $69,358.71 was submitted by Paint Crafters Plus, Inc. for the entire roof to be coated including tax. The other bid received was almost double the low bid in the amount of $137,992.00. There is budget allotted in 2014 for roof coating for $50,000. DH Clark requested a budget modification increasing the roof coating budget line item from $50,000 to $74,358.71 (this will allow for a maintenance contract to complete the entire roof coating in 2014) and provide an additional funding of $24,358.71 to allow for completion of total roof coating plus and any minor unknown repairs that might be encountered during the coating process. DH Clark requested that the Commission approve a budget modification and authorize the City Administrator to sign the contract and use either one-time money or cash reserve General Fund money to increase the roof coating budget line item from $50,000 to $74,358.71.

The Commission had some concerns on the low bid in comparison to the other. DH Clark and City Engineer Michael said the low bidder has good references and comes with high recommendations.

Commissioner Moore moved to approve the budget modification and authorize signature on the contract using one-time money or cash reserve from the general fund to increase the roof coating budget line to do the complete project; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

Administration Reports
• City Administrator Civic Organization Presentations - “Community Vision” – City Administrator O’Leary reported that he is beginning his annual civic organization presentations focusing on the future.

CA O’Leary said he met with the Department of Ecology to talk about Legislative funding options focusing on asking to approve money for the Centennial Clean Water Fund. This is for low-end communities to get grant funded dollars.
General Public Comment
Mayor Cronce recognized Mr. Jim Morrell who voiced his support in the downtown vision project.

Administrative Final Touches
- DH Clark – Second and Grandview new water main

Announcement of Next Meeting
Mayor Cronce announced the next regular Commission meeting of Monday, July 28, 2014 at 2:00 p.m.

Adjournment
Mayor Cronce adjourned the meeting to at 7:36 p.m.

Mayor Cronce
City Clerk Look