CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – July 28, 2014 2:00 p.m.
Shelton Civic Center

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

Mayor Cronce called the meeting to order at 2:00 p.m.

Commission Reports

- **WellCity Award** – Management Assistant Look read a press release from the Association of Washington Cities announcing that the City of Shelton was one of 96 cities awarded the 2014 WellCity Award. MA Look also presented certificates to the members of the Wellness Committee recognizing the work they do to continue to receive this award.

- **Shelton Mason County Chamber of Commerce 2nd Quarter Report** - Shelton-Mason County Chamber of Commerce Executive Director Ms. Heidi McCutcheon presented a report on the number of visitors served in the Second Quarter of 2014. The report highlighted the tourism efforts made on behalf of the City of Shelton by the Shelton-Mason County Chamber of Commerce. Ms. McCutcheon thanked the City of Shelton for the opportunity to partner with them in promoting tourism.

- **Bluegrass From the Forest Annual Report** – Kristmas Town Kiwanis President Mr. Mark Zeigler presented the Bluegrass from the Forest Annual Report for 2014. His report included estimated total attendance, those who stayed overnight, total room nights generated and the method used to determine the totals. Mr. Ziegler thanked the City of Shelton for their continued support of this event.

One or more Commissioners will attend the following activities this week:
- Webinar relating to Angry Citizens
- Music in the Park
- Coffee & Conversation at Roosters Restaurant
- Meet with citizens regarding Downtown Visioning

Public Comment - None

Consent Agenda

1. 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 through 2020

**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. Resolution #1071-0814 – A Resolution of the City of Shelton, Mason County, Washington Designating an American with Disabilities Act Coordinator and Adopting a Policy and Notice Regarding the ADA – Management Assistant Look reported that the City has been in compliance with the ADA Act but there have been changes in the law that require the City to provide a clear and obvious public notice designating a staff person as the ADA Coordinator for the public and applicants seeking employment. MA Look said that this resolution designates the City Clerk as the ADA Coordinator. The policy will be displayed in the new case located at the entry way to the Civic Center. The facilities manager will order a wired loop that can be used with hearing aids to accommodate the hearing impaired. This process is being put in place to accommodate and be in place with the rental of the Civic Center. MA Look requested the Commission place Resolution #1071-0814 on the consent agenda for August 4, 2014.
The Commission concurred to place Resolution #1071-0814 on the consent agenda for August 4, 2014.

2. **Second and Grandview New Water Main Materials Purchase** – Public Works Director Clark said that adding a new main will create a loop and improve flow in the City’s water distribution system and provide for improved fire flow. This capital project will provide the labor and materials for the City Crew to install approximately 700 ft. of 8’’ water main on Second Street and Grandview Avenue. DH Clark said there is budget approved for a total project cost of $60,000 in 2014 with $30,000 allotted for project materials. H.D. Fowler was the low requested bid received at $19,820.64. DH Clark requested the Commission approve the Vendor Award Form to H.D. Fowler.

The Commission concurred to bring this back next week.

3. **Property Acquisition** – Community and Economic Development Director Goins reported that progress continues on the SR-3 Park & Ride/Corridor Enhancement Project and in the course of reviewing updating the site survey, it was discovered that a portion of the proposed project is not located on property owned by the City of Shelton. Specifically, a significant portion of the proposed park & ride facility is designed on lands within the US Navy railroad easement with Simpson Timber Company having an underlying ownership. This portion of the project site is dominated by wetland ponds and includes old truck scales. Due to inherent property constraints, the described portion of land is critical to facilitate the envisioned park and ride improvements. DH Goins explained that the process to acquire property is provided in City policy and procedure #300-19. He requested the Commission authorize the Community and Economic Development Director to act as City Agent to negotiate in accordance with City Policy.

The Commission concurred with the recommendation to authorize the Community and Economic Development Director to act as the City Agent to negotiate the property acquisition in accordance with City Policy.

4. **Human Services Committee Update** – Community and Economic Development Director Goins reported that the Committee Chair of the Poverty Task Force presented to the City Commission the City of Shelton Poverty Task Force Report. Early in 2014, the City Commission considered this report and discussed options for implementation. In April 2014, the Commission adopted Resolution 1065-0414, establishing an advisory committee, charged with addressing the viability of recommendations within the Report and determining the process for implementation. Specifically, this Resolution:

1. Formerly established the committee, titled the “Human Services Committee”.
2. Described the configuration of the Committee.
3. Set the appointment process and term of members.
4. Defined the responsibilities and duties of the Committee.

DH Goins said five letters of interest have been received. Staff would like to get this committee established, but is concerned that waiting until at least seven members of the public that meet the eligibility requirements come forward to volunteer it will delay implementation. In addition, future committee membership may be hampered by the established eligibility requirements; finding new members that match up with the specific representation requirements may prove difficult. To address this concern and potential issue, Staff is proposing that the membership structure of this committee be modified from seven members to a range of five to seven members. Additionally, that the constituency now include from 4 to 6 members representing either the health care community, the affordable housing community, the social services community, the business community, or education, with 1 to 3 members being at-large residents of Shelton. This amendment should permit Staff to move forward with a recommendation for appointments and ease the City’s ability to maintain committee membership in the future. DH Goins requested the Commission place Resolution # 1072-0814 on the consent agenda for August 4, 2014 meeting.

The Commission concurred to place Resolution #1072-0814 on the consent agenda for August 4, 2014.

**Administration Reports**
- **Forest Management Report** - City Engineer Michael said that this plan outlines ownership objectives and summary guidelines for short and long-term management of a 240 acre tract of forestland owned by the City of Shelton as Watershed property. Watersheds are formed and secured by municipalities to protect drinking water. The City of Shelton case is primarily secured to protect the Shelton Springs, protecting the water source and to provide a potential source of revenue for the water utility. The primary focus is the property being maintained
in a healthy status and a plan for the future for thinning, larger harvest other maintenance activities to maintain the health of the timber stand. The six objectives are:

- maintain forest health and productivity
- promote fire resistance
- provide for recreation
- maintain aesthetics
- enhance wildlife habitat
- provide a potential revenue stream.

For the purposes of the plan, the property is divided into ten stands. The division of these units is based on tree stocking density, species diversity, stream proximity, presence of disease and public use. CE Michael said any management activities will be tempered by recreational uses. Root rot areas, particularly in stand 6, should have dead and dying trees removed along with scotch broom. Stands 2 and 3 have the most potential for management activities. These stands are well stocked with Douglas Fir and are of sufficient size to allow for economic operations. Pre-commercial thinning should also be considered in areas of dense reproduction. The cruisers report is needed to gain potential market values of the trees.

Commissioner Moore asked about the Tree City situation.

CE Michael responded that the Tree City situation is in reference to street trees.

Commissioner Olsen asked if stand 5 and 6 have the most disease.

CE Michael responded that any activities done in those areas be done with stands 2 and 3 for cost savings. He said that the disease situation should be done within three years allowing time for the best approach overall.

CE Michael said the entire report is available at the Civic Center Public Works office.

City Administrator O’Leary said he will be working on reports and budget preparations are due. He will also be attending Economic Development Council (EDC) Meeting on Friday.

**General Public Comment**

Mayor Cronce recognized Ms. Marilyn Vogler who said in reference to the Forest Management Plan that there are some good things but this report said that any management activities will be tempered by recreational uses. Light thinning and creation of openings through small patch cuts could enhance wildlife and growth of residual trees (which are 200 year old trees). Because you are enhancing growth, it implies they are not going to be cut. This is the area of the 35 year old Huff-n-Puff and Disc Golf course that brings in people from all over the county. She said the contradiction is that stand 3 has no recreational use and no maintained trails. However, on page 14, it specifies there is a network of recreational trails located mainly in stands 1 and 3. She went with her compass and the Huff-n-Puff trails extend between a third and half-way north in that stand. This needs to be clarified before any estimation of lumber value is sought.

CE Michael said the report is referring to the density of the trees.

**Administrative Final Touches** - None

**Announcement of Next Meeting**

Mayor Cronce announced the next regular meeting of August 4, 2014, at 6:00 p.m.

**Adjournment**

Mayor Cronce adjourned the meeting at 3:00 p.m.