CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – September 22, 2014 2:00 p.m.
Shelton Civic Center

Presiding: Mayor Pro Tem Olsen, Commissioner Moore, Mayor Cronce excused
Staff Present: Dave O’Leary, Steve Goins, Greg Clark, Mike Michael, Mark Ziegler, Cathy Beierle and Lesleann Kangas

Mayor Pro Tem Olsen called the meeting to order at 2:00 p.m.

Commission Reports

One or more Commissioners will attend the following activities this week:
- Volunteer educating voters
- Mason Matters Meeting
- Mason County Board of Health Meeting
- Mental Health and Substance Abuse Committee Meeting

Public Comment - None

Old Business - None

New Business

1. Civic Center Rotating Art Gallery Artist Recommendations – Mr. Paul Kucharik, Mr. David Friend, Mr. Gary Gillespie and Ms. Peggy Hosford – Director of Parks and Recreation Ziegler reported that eight artists submitted art for the gallery and the Shelton Arts Commission juried the submittals September 9, 2014. DH Ziegler presented the following recommended art for approval:
   1) Mr. Paul Kucharik – Oil
   2) Mr. David Friend - Acrylic
   3) Mr. Gary Gillespie – Collage on paper
   4) Ms. Peggy Hosford – Pastel
DH Ziegler requested the recommended art be placed on the consent agenda for approval on September 29, 2014.

The Commission concurred to place the Shelton Arts Commission recommended art on the consent agenda for September 29, 2014.

2. Human Services Committee Appointment – Ms. Kathy Geist – Community and Economic Development Director Goins reported that one of the newly appointed committee members, Tamra Ingwalson, has resigned. DH Goins said he received a letter of request from Ms. Kathy Geist to be appointed to serve on this committee. He said Ms. Geist meets the criteria and believes that she possesses knowledge and experience that would serve this committee well. DH Goins requested the appointment of Ms. Kathy Geist be placed on the consent agenda for September 29, 2014.

The Commission concurred to place the appointment of Ms. Kathy Geist to the Human Services Committee on the consent agenda for September 29, 2014.

3. Memorandum of Understanding (MOU) City of Shelton and Mason Transit Authority (MTA) – Community and Economic Development Director Goins said this MOU will establish an agreement to provide enhanced road improvements in the vicinity of the proposed Transit Community Center project. The project includes construction of a new bus pullout area and rehabilitation of the east-bound travel lane along the project’s Franklin Street frontage. DH Goins said the increase in bus traffic is expected to accelerate the deterioration of the adjoining streets within the project vicinity as operations commence. City Staff and MTA met to discuss ways to further an enhanced road network improvement in a manner that would reduce costs and improve efficiencies. The outcome is this MOU would compel the City to seek grant funds and manage an enhanced area-wide road improvement project, and obligates MTA to provide a share of the grant matching funds, and

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defers a portion of the required road improvements at this time. If after three years the city has not been successful in securing a grant, MTA would complete the deferred improvements within one year. DH Goins said he would like to bring this back under Old Business for the meeting of October 6, 2014, due to some questions in the MOU regarding MTA’s financial part in the road network improvements.

**The Commission concurred to place the Memorandum of Understanding between the City of Shelton and Mason Transit Authority under Old Business for the meeting of October 6, 2014.**

4. **Department of Natural Resources Grant** – Community and Economic Development Director Goins reported that this grant has been awarded through the Washington State Department of Natural Resources Urban and Community Forestry Program. This grant will result in a PugetSoundCorps (SoundCorps) crew providing forestry maintenance and restoration tasks in support of the SR-3 Park & Ride/Corridor Enhancement site, at no cost to the City. The work would be completed in advance of the commencement of work by the future contractor. SoundCorps crew members are paid through the Urban and Community Forestry Grant program, and are insured by Department of Ecology. DH Goins requested the Commission place the Department of Natural Resources Grant on the consent agenda for September 29, 2014, authorizing the Mayor to sign.

**The Commission concurred to place the Department of Natural Resources Grant on the consent agenda for September 29, 2014, authorizing the Mayor to sign.**

5. **Public Works Board Water Funding Contract Amendment** – City Engineer Michael said that earlier this year the Commission approved a contract with Public Works Board for funding to support the construction of the Upper Mountain View Pressure Zone Improvements. This funding has been provided jointly from the Public Works Board and Department of Health through the Drinking Water State Revolving Fund program and is supported by the US Department of Environmental Protection (EPA). CE Michael said as a funding source, certain contract provisions are required. One particular requirement is for the purchase of American made iron and steel products commonly called the Buy American provision. It has come to our attention that this provision had been inadvertently left from the original agreement documents. This amendment corrects this oversight by adding the “Buy America” provision to our agreement with the Public Works Board. CE Michael requested the Commission place the Public Works Board Water Funding Contract Amendment on the consent agenda for September 29, 2014, authorizing the Mayor to sign.

**The Commission concurred to place the Public Works Board Water Funding Contract Amendment on the consent agenda for September 29, 2014, authorizing the Mayor to sign.**

6. **Wastewater Treatment Plant – Parametrix Design and Construction Services Contract Amendment #16** – City Engineer Michael reported that staff has worked with our consultant team to develop a scope and budget for the design, construction services, programing and associated services required, completing the work. This amendment finalizes those items into the existing Parametrix contract. The services associated with this amendment have been approved by United States Department of Agriculture – Rural Development and the associated expense will be covered by a portion of the remaining grant funds. CE Michael requested the Commission place the Wastewater Treatment Plant – Parametrix Design and Construction Services Contract Amendment #16 on the consent agenda for September 29, 2014, authorizing the Mayor to sign when returned from contractor.

**The Commission concurred to place the Wastewater Treatment Plant – Parametrix Design and Construction Services Contract Amendment #16 on the consent agenda for September 29, 2014, authorizing the Mayor to sign when returned from contractor.**

7. **In-Fill Residential Sidewalk Design Cost 2014 Budget Modification** – Director of Public Works Clark said that in 2013 the Commission established a policy requiring residential sidewalks to be installed with any and all residential in-fill lots. The property owner is required to pay for the construction of the sidewalk only; City Engineering is responsible for establishing the sidewalk’s elevation and location regarding all in-fill residential sidewalks built at any and all locations within the City limits. In 2013 it was anticipated that $25,000 of One-Time money would be adequate for “Survey Costs” and this was budgeted for 2014 only. However, no budget was established for “Professional Services” to do engineering work necessary to set the sidewalk’s grade and alignments. In 2014, the City has had several in-fill lots permitted and currently the engineering cost for these
exceeds $20,000 and is expected to be near $35,000 by year end. DH Clark requested the Commission approve a $35,000 budget modification to the Professional Services line item for 2014 by placing on the consent agenda for September 29, 2014, authorizing the City Administrator to make the necessary modifications. City Administrator O’Leary suggested bringing this back under Old Business to further discuss the financial aspect of this request.

The Commission concurred to place the In-Fill Residential Sidewalk Design Cost 2014 Budget Modification under Old Business for the meeting of September 29, 2014, for further discussion.

8. Port of Shelton Bill of Sale – Water Main Extension – City Engineer Michael reported that in 2010, the City of Shelton entered into an Interlocal Agreement with the Port of Shelton (Port) for the provision of wholesale water to the Johns Prairie Industrial Areas in which the Port would sell to the City the infrastructure described below:

This agreement required the Port to install an extension of the John’s Prairie watermain from the terminus on Capital Hill Rd (formerly Production Rd) to the access road serving the Port’s existing water tank. This work was completed in 2012 and staff has been working since to collect all required documentation from the Port to complete the infrastructure transfer. The final documents were recently obtained and staff has brought this to the Commission now for final acceptance. Acceptance of this watermain extension includes an easement for the water meter assembly and other appurtenances of the service to the Port’s tank.

CE Michael requested the Commission approve the acceptance of this infrastructure, sign the Infrastructure Acceptance Form, and authorize the Mayor to sign all remaining required documents by placing on the consent agenda for September 29, 2014.

The Commission concurred to place the acceptance of this infrastructure, sign the Infrastructure Acceptance Form, and authorize the Mayor to sign all remaining required documents on the consent agenda for September 29, 2014.

Administration Reports
1. Growth Management Act 2015/2015 Comprehensive Plan Update – Community and Economic Development Director Goins presented a handout providing a summary of items identified in the Periodic Update Checklist for Cities that will need to be updated, or should be looked into further before proceeding with the upcoming Growth Management Act update. DH Goins reported the items as:

   Summary of required Comprehensive Plan elements and components:
   1. Updated Future Land Use Map.
   2. Policies that encourage planning approaches to increase physical activities.
   3. Update population projections.
   4. Policies that protect the quality and quantity of ground water used for public water supplies.
   5. Establish an affordable housing program
   6. A forecast of needed capital facilities (particularly Parks and Storm).
   7. Identify which public facilities on which money will be spent.
   8. Utility Element needs to be updated.
   9. Update list of essential public facilities to include Regional Transit Authority facilities.
   10. Ensure plan is internally consistent.
   11. Ensure plan is consistent with County-wide planning policies and the GMA
   12. Amend goals addressing shorelines of the state.

Summary of required related policies or development regulations:
1. Develop a public participation plan.
2. Ensure regulations do not result in an unconstitutional taking of private property.
3. Amend definition of “fish and wildlife habitat areas.”
4. Amend regulations of geologically hazardous areas.
5. Ensure family daycare providers are allowed in areas zoned for residential or commercial uses.
6. Manufactured homes are regulated the same as site-built housing units.
7. Specifically allow electric vehicle charging stations in most land use zones.
8. Amend subdivision approval timelines
9. Amend timeline for encumbering transportation impact fees.

Items we may want to consider further:
1. Proposal to increase the acreage of lands zoned for industrial use.
2. Incorporate other proposals to amend the UGA Boundary.
3. Provide a land analysis to determine if the UGA contains sufficient land for housing.
4. Consider provisions to address existing and projected housing needs.
5. Forecast of traffic for at least 10 years.
6. Ensure residential structures occupied by persons with handicaps are regulated the same as similar structures occupied by families or unrelated individuals.

DH Goins said there is no action requested today, this is informational only.

**General Public Comment** – None

**Administrative Final Touches**
- CE Michael – Forest Management Plan
- DH Clark – Northcliff Temporary Sewer Budget Modification

**Announcement of Next Meeting**
Mayor Pro Tem Olsen announced the Shelton Metropolitan Park District Meeting of September 29, 2014 at 1:45 p.m. and the next regular Commission Meeting of September 29, 2014, at 2:00 p.m.

**Adjournment**
Mayor Pro Tem Olsen adjourned the meeting at 2:55 p.m.

Mayor Cronce

City Clerk Look