CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – October 20, 2014
Shelton Civic Center - 6:00 p.m.

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

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

Commission Reports
- Johnson Park Eagle Scout Project – Mr. Andrew Holston – Parks and Recreation Director Ziegler introduced Mr.
Andrew Holston and described his renovation project at Art Johnson Park. On behalf of the Commission, Mayor
Cronce read and presented Mr. Holston with a Certificate of Appreciation commending his efforts in improving
the park.

- Association of Washington Cities Operation – Strong Cities Campaign – City Administrator O’Leary introduced
Mr. Carl Schroeder of Association of Washington Cities. Mr. Schroeder presented hand-outs on the Strong Cities
Campaign stating that strong cities are a multi-faceted effort to mobilize city officials. Cities must engage and
hold our state legislators accountable in order to prevent the erosion of the historic partnership between the state
and its cities and towns.

Mayor Cronce said that the City of Shelton continues its efforts on the sewer coalition and appreciates the support
from Association of Washington Cities.

One or more Commissioners will attend the following activities this week:
- League of Women’s Voters Public Meeting
- League of Women’s Voters Forum – Senior Center Pavilion
- Mason Matters Meeting
- Shelton Mason County Chamber of Commerce Luncheon PUD #3
- Mason Transit Authority Board Meeting
- Substance & Mental Health Advisory Committee Meeting

Mayor Cronce announced he would be out of town for two weeks.

Public Comment – None

Consent Agenda
1. Vouchers numbered 84341 through 84445 in the amount of $250,744.97
2. Payroll Warrants numbered 72301 through 72480 in the amount of $628,062.11
3. Transfer and Banking Fees in the amount of $3,357,826.16
4. Commission Meeting Minutes of:
   - Business Meeting of October 6, 2014

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

Old Business
1. Resolution #1073-1014 – A Resolution of the City of Shelton Amending Resolution #1049-0613, the City Fee
Schedule, Revising Fees and Adopting New Fees – Director of Financial Services Beierle reported that there are a
few changes and clarifications in this update to the Fee Schedule. There is an increase for new business licenses
and renewal fees, animal shelter boarding, excess alarm fees, paint machine, after hours water turn on fee, and
removal of the retail fireworks booth permit. The clarification is in the stop work order investigation and posting
stating a $67.00 violation per posting not per violation. Community and Economic Development Director Goins
said that this helps with contractors to do the right thing and the intention is to follow the code for the health and safety of our citizens.

Commissioner Olsen said the process is necessary to protect the public.

The Mayor said he would like a fair and balanced way for the community.

Commissioner Moore said the process protects property values, health and safety.

_Mayor Cronce requested a reading of Resolution #1073-1014 as follows:
Resolution #1073-1014 – A Resolution of the City of Shelton Amending Resolution #1049-0613, the City Fee Schedule, Revising Fees and Adopting New Fees_

Public Comment on Possible Action Item – None

_Commissioner Olsen moved to approve Resolution #1073-1014; Commissioner Moore seconded the motion. A vote was taken and the motion passed._

**New Business**

1. **Tyler Software Contract Amendment** - Director of Financial Services Beierle reported that this addendum to the Tyler Software Contract is moving to the newest version of permitting/mapping/licensing. Tyler Technologies offered this enhancement to the City for no additional cost or annual maintenance fees. The move to the newer version will result in an implementation delay until 2015. DH Beierle requested the Tyler Software Contract Addendum be placed on the consent agenda for October 27, 2014, authorizing the Mayor to sign.

_The Commission concurred to place the Tyler Software Contract Addendum on the consent agenda for October 27, 2014, authorizing the Mayor to sign._

2. **MTA Low Impact Development Plaza/Parking Lot Improvement** – Public Works Director Clark said that Mason Transit Authority (MTA), City of Shelton, and Mason Conservation District (MCD) propose to partner and develop a grant proposal for this year’s “Stormwater Financial Assistance Program” offered by the Washington State Department of Ecology. The City of Shelton Public Works Department will submit the proposal by November 7, 2014 and act as grant administrator should funding be awarded. MCD and MTA will work as partners with the City to design and implement the project beginning in spring of 2016, finishing by June of 2020. The impact to the city will only be for in-kind labor cost to administer the project through the grant agency for design and construction.

DH Clark introduced Ms. Kathy Geist of MTA and Mr. John Bolendar of MCD who said this is a great example of local governments working together. They explained the site will be designed as a multi-functional community amenity that includes:

1) a “green-built” daytime parking lot for the new Transit Center
2) a public plaza space for off-hours use, available for community activities that align with City and MTA downtown enhancement goals
3) enhance the pedestrian frontage along Railroad Avenue
4) possible alternate uses for the centrally-located downtown plaza site might include farmers market or seasonal craft fair space, summer evening movies, outdoor concerts, or other community building activities.

Commissioner Olsen asked if this would be locked in as a parking lot. Mr. Bolendar responded typically the restrictions that come with the grant dollars are attached to the life of the practice.

Commissioner Moore said she is very enthusiastic about this project and this is the wave of the future with stormwater management.
Mr. Bolendar said that this is the second project the conservation district has done in the City. He said they did the Turning Point pervious concrete parking lot and stormwater treatments.

DH Clark requested the Commission approve to partner with Mason Transit and Mason Conservation District to prepare and submit a grant application and an Interlocal Agreement, authorizing the Mayor to sign, by placing on the consent agenda for October 27, 2014.

_The Commission concurred to authorize Public Works to partner with Mason Transit and Mason Conservation District to prepare and submit a grant application and an Interlocal Agreement, authorizing the Mayor to sign, by placing on the consent agenda for October 27, 2014._

**Administration Reports**

- **Forest Management Plan** – City Engineer Michael presented the final Forest Management Plan. He said that the answer for the forest market price revenues, if there is a timber sale, is a range of $250,000 to $400,000, depending on the market price at the time. The final Forest Management Plan will be posted to the website.

  Public Works Director added that Parks and Recreation Director Ziegler spoke to him saying if harvest were to happen, any trails and roads that would be needed to get the material out could be transitioned into a paths and trails extension of the Huff-n-Puff trail system.

City Administrator O’Leary said he is preparing for the 2015 budget presentations.

**General Public Comment** - None

**Administrative Final Touches** - None

**Announcement of Next Meeting**

Mayor Cronce announced the next regular meeting of October 27 2014, at 2:00 p.m.

**Adjournment**

Mayor Cronce adjourned the meeting to at 6:54 p.m.

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Mayor Cronce

City Clerk Look