CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – October 28, 2013
Shelton Civic Center - 2:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Greg Clark, Mike Michael, Steve Goins, Dennis McDonald, and Tracy Wilson

Mayor Cronce called the meeting to order at 2:17 p.m.

Commission Reports
One or more Commissioners will attend the following activities this week:

- Shelton Mason County Chamber Meeting

Public Comment
Mr. Tom Bourt commented on a pothole at the Post Office. He believes the pothole is posing a tripping hazard and would like to see the city fill it in. He stated that people have already had injuries requiring them to go to the emergency room and that the City should contact the hospital for a count on how many people have been injured as a result of tripping on the pothole.

Consent Agenda
1. Manual Warrant number 81976 in the amount of $2,800.00 to Dila Corporation.
2. Commission Meeting Minutes of:
   August 26, 2013
   September 3, 2013

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

Old Business - None

New Business
2014 Preliminary Budget and Budget Message – City Administrator (CA) O’Leary and Finance Director (FD) Beierle gave an overview of the 2014 Preliminary Budget for the City of Shelton, with a total of $47,466,822.00. Highlights of the presentation include a zero percent increase in most healthcare premiums, an administrative reorganization in Public Works and the elimination of an officer position in the Police Department. FD Beierle explained that an officer is already leaving, having been selected for a two and a half year assignment with the Washington State Patrol’s Missing and Exploited Children Task Force (MECF), so it technically isn’t a cut, but the City would just leave the position vacant. No action was taken at this time.

Mayor Cronce stated his disagreement with rate increases and cutting a police officer and would like to try to find a way to keep utility rates low and keep an officer in the budget.

AWC Employee Benefit Trust Self-insured Health Care Benefit Program – FD Beierle gave a brief history of the City’s participation in this program explained that the zero percent increase in healthcare premiums was due to the board voting to move to a self-insured model on many of their healthcare programs. Everything should remain the same throughout the plans. In order to participate in the self-insured model program, the City needs to pass a resolution and an interlocal agreement, which FD Beierle included with the packet. Staff requested this item be placed on the consent agenda for next week

The Commission concurred to place the AWC Employee Benefit Trust Self-insured Health Care Benefit Program on the consent agenda for November 4th, 2013.
K Street Rehabilitation Project – NOVA Contracting Final Acceptance – City Engineer (CE) Michael briefly recapped the circumstances surrounding the delay in final acceptance for this project, which included resolving claims from the contractor for additional compensation. This resolution initiated a seventh (7th) change order with a net value of $144,559.04, making the final contract value $1,091,074.04 with an earned value to the contractor for $923,447.36. This amount paid to the contractor is approximately 2.77% decrease from the original bid of $949,765.00. Staff requested the Commission place this item on the consent agenda for next week, authorizing the Commission to sign the revised acceptance form.

The Commission concurred to place the K Street Rehabilitation Project – NOVA Contracting Final Acceptance on the consent agenda for November 4th, 2013, authorizing the Commission to sign the revised acceptance form.

Petition of Vacation of Right of Way on Delaware Street – CE Michael explained to the Commission that this petition is in response to an application for Vacation of Public Right of Way received in 2012 on behalf of the Mason County Shelter. The request is to vacate approximately 540 square feet on South Delaware street between Olympic Highway and Sargison Avenue. All departments that needed to review the application have and staff is ready to have the Commission pass a resolution to set a public hearing date on the Vacation and place the item on the consent agenda for next week. Staff is requesting a public hearing date of December 2nd, 2013.

The Commission concurred to place the Petition of Vacation of Right of Way on Delaware Street on the consent agenda for November 4th, 2013.

Coordinated Prevention Grant 2013-2015 – Recycling Coordinator (RC) Jason Dose briefed the Commission on the Department of Ecology (DOE) Coordinated Prevention Grant. He stated that this process was delayed due to issues on the part of the DOE. Although the grant is about $25,000.00 less than previously received. The only impact this will have is that the City won’t be able to provide as large a public recycling pilot program as planned. 75% of the money is a state grant, with 25% match from the City. Staff requested this item be placed on the consent agenda for next week and that the Mayor sign two (2) copies of the attached grant.


Interlocal Agreement between the City of Shelton and Mason County for sharing Historic Preservation Funds – Community and Economic Director (CED) Goins discussed the circumstances surrounding the development of this interlocal agreement. Commissioner Olsen had approached Mason County earlier this year and proposed sharing funds accrued by the County for historic preservation to further preservation efforts in the City. The County suggested an interlocal agreement stating that a percentage of funds to be shared. The amount the City will receive will vary from year to year, but is expected to be in the range of $2,000.00 to $3,000.00 annually. Staff requested the Commission place this item on the consent agenda for next week.

The Commission concurred to place the Interlocal Agreement between the City of Shelton and Mason County for sharing Historic Preservation Funds on the consent agenda for November 4th, 2013.

CE Michael brought to the attention of the Commission that two items had been missed on the consent agenda for this week. The two items missing were Change Orders #2 and #3 for the Fairmount restoration project and are time critical. These change orders were related to converting from asphalt to concrete on the hill and extra cost related to roadway excavation. Staff requested the Commission approve Change Orders #2 and #3 in the net amount of approximately $250,000.00 and authorize the City Administrator to sign on behalf of the Commission.

Commissioner Pannell moved to approve Change Orders #2 and #3 for the Fairmount Pavement Project in the amount of approximately $250,000.00 and authorize the City Administrator to sign on behalf of the Commission; Commission Olsen seconded the motion. After a brief discussion, a vote was taken and the motion passed.

Administration Reports - None

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**General Public Comment**
Mr. Tom Bourt let the Commission know that there are grants available from the Humane Society of the United States and the ASPCA for animal control in the City. He feels it would be good opportunity for the City to save some money.

Mr. Forest Cooper addressed the Commission regarding the Historic Preservation Board. He has been authorized by the Director of the Shelton Historic Preservation Board to inform the Commission that the Board has never been formally involved or informed about the interlocal agreement and would like to be able to have input on the agreement.

Mr. Forest Cooper commented on the budget, commending City Staff on their hard work. He reminded the Commission to focus on tourist attractions to bring in new revenue for the budget. He also stated that he doesn’t believe the City should be cutting police officers. He suggested suspending the B&O Exemption.

Mr. Tom Davis signed up to speak, but declined.

**Administrative Final Touches**
PWD Clark announced the following items will be brought to the Commission at next week’s meeting:
- A submittal for Basin 3 to USDA in the amount of approximately $4,000,000.00
- A grant application for Upper Mountain View Pressure Zone in the amount of approximately $10,000,000.00
- A Paramextrix contract for Basin 3 that needs adjustment
- Phase 2 sewer rate increase

He commented that the museum painting and restoration has been completed.

CED Goins announced a public hearing for the moratorium and post draft regulations for recreational and collective gardens. He also plans to present the Sewer Comprehensive Plan, if it is ready.

Management Assistant (MA) Look will be asking the Commission to approve a budget modification for the Police Department contract in the amount of approximately $38,000.00. She will also be asking that the Commission consider reappointing Judge Steel to another term.

**Announcement of Next Meeting**
Mayor Cronce announced the next regular Commission meeting of Monday, November 4, 2013 at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting to at 3:17pm