CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – November 17, 2014
Shelton Civic Center - 6:00 p.m.

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

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

Commission Reports
• Shelton Mason County Historic Society 3rd Quarter Report – Mr. Justin Cowling, Executive Director Shelton Mason County Historical Society, presented the 3rd Quarter Report in accordance with their Tourism Grant Contract for 2014. Mr. Cowling’s report contained progress on the facility remodel, storage for the items from the Fairgrounds, and book sales. Mr. Cowling thanked the City for the lodging tax funds and is appreciative of the continued support of their organization.

One or more Commissioners will attend the following activities this week:
• League of Women Voters
• Peninsula Regional Transportation Planning Organization (PRTPO) Meeting
• Clippers Barber – Ribbon Cutting Ceremony
• Mason Transit Authority Board Meeting
• Family Court Graduation
• Committee for St. David’s Rectory as a drop-in
• Criminal Justice Meeting

Public Comment
Mayor Cronce recognized Mr. Tom Davis who said Family Court is similar to Drug Court except it encompasses entire family therapy instead of individuals.

Mr. Tom Davis addressed the Commission requesting City support for dedicated parking at the Memorial Hall building. He said he is a veteran’s volunteer at the facility and parking is usually used by patrons other than those doing business at the Memorial Hall. Mr. Davis requested three to four stalls to be reserved for Memorial Hall patrons.

Commissioner Olsen said he is on the Memorial Hall Committee and this has been discussed previously at their meetings. He said he spoke with surrounding businesses concerning the parking and they said they would park in other areas. Commissioner Olsen said he would check with staff on this matter.

Consent Agenda
1. Vouchers numbered 84521 through 84617 in the amount of $849,584.73
2. Payroll Warrants numbered 72482 through 72658 in the amount of $634,823.12
3. Commission Meeting Minutes from:
   • Business Meeting of November 3, 2014
   • Study Session of November 10, 2014
4. Interlocal Agreement for the Sewer Funding Coalition - Authorize the City Administrator to make necessary budget adjustments

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

1. Angleside Booster Pump Design - Amendment #3 Professional Services Contract: Murray Smith and Associates – City Engineer Michael reported that the Angleside Booster Pump Design project includes construction of a booster pump station located near the City's existing Angleside Reservoir. The Angleside Reservoir currently has some dead storage and the new Angleside Booster Pump Station will allow the City to use the dead storage. This contract amendment is being prepared as a supplementary scope of work to assist the City in fulfilling development conditions associated with the project consisting of half-street improvements adjacent to the property on West Harvard Avenue. The proposed Murray Smith and Associates' (MSA) scope of work for these services is as follows:
   1. Preparation of engineering drawings and specifications for the half-street improvements.
   2. Modification of the existing cost estimate to include the additional improvements.
   3. Update surface water drainage report to include the frontage improvements.

   The City initially selected Brown and Caldwell (B&C) to provide design services for the Angleside Booster Pump Station project. However, after fee negotiations with Brown and Caldwell the remaining contract, 2nd Phase Design effort, was awarded to MSA. The budget to complete this additional work is $17,780 bringing the Contract total to $157,671 - which is $40,707.00 below the initially approved budget. Funding for this project was approved in the 2011 water utility budget. CE Michael requested the Commission authorize the Mayor to sign Amendment #3 to the Professional Services Contract with Murray Smith and Associates for the Angleside Booster Pump Station when executed by the Consultant and authorize the City Administrator to make any necessary budget modifications by placing this on the consent agenda for Nov 24, 2014.

   Commissioner Olsen asked if this work was left out of the original bid package. CE Michael responded that with the new construction standards in place this needs to be changed to meet the current standards that include curb and sidewalks.

   The Commission concurred to place this under Old Business for the meeting of December 1, 2014, to allow for further discussion at the Retreat of November 25, 2014.

2. Lake Blvd Restoration – Water Main Design Contract Supplemental Agreement No.1 – Local Agency Agreement Manual Contract – SCJ Alliance – City Engineer Michael reported that the current improvements for this project consist of lane widening to meet current City standards, a widened multi-purpose shoulder for enhanced safety, storm water conveyance and treatment facilities, and a pedestrian walkway. CE Michael said it has now been determined that it is necessary to upgrade approximately 2,200 linear feet of water main within the project area, from Wyoming Avenue to University Avenue, to correct existing water main limitations, and ensure adequate delivery to the pressure zone when required. Cost for this Supplemental Agreement No. 1 is $12,947, bringing the contract total to $491,212. Design will begin in 2014 and construction is planned for 2015. CE Michael requested the Commission approve the Supplemental Agreement No. 1 to the contract with SCJ Alliance in the amount of $12,947, authorizing the Mayor to sign and the City Administrator to make the necessary budget adjustments by placing on the consent agenda for November 24, 2014.

   The Commission concurred to place the Supplemental Agreement No. 1 to the contract with SCJ Alliance on the consent agenda for November 24, 2014, authorizing the Mayor to sign and the City Administrator to make the necessary budget adjustments.

3. Public Works Trust Fund Loan Repayment Date Amendments (6) – Public Works Director Clark reported that the Department of Commerce, funding agency for the City’s Public Works loan Agreements, is modifying the annual loan repayment dates from July 1 to June 1. DH Clark said this action is being taken at the direction of the legislature and the Office of Financial Management to better align the billing and budget projections with the state's biennial budget cycle. The projects funded by these loans are completed or in the process of final closeout. DH Clark requested the Commission approve the amendments and authorize the Mayor to sign the same by placing on the consent agenda for November 24, 2014.

   The Commission concurred to place the Public Works Trust Fund Loan Repayment Date Amendments (6) on the consent agenda for November 24, 2014.
Administration Reports
City Administrator O'Leary said he would be attending meetings relating to sewer funding coalition.

General Public Comment - None

Administrative Final Touches
- City Administrator O'Leary – Sewer Coalition progress report
- Management Assistant Look – Public Defense Grant

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting of November 24, 2014 at 2:00 p.m.

Adjournment
Mayor Cronce adjourned the meeting to at 6:51 p.m.