CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes - December 16, 2013
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Greg Clark, Steve Goins, Terry James, Tracy Wilson and Leslieann Kangas

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

Commission Reports
- Poverty Task Force Report – Community and Economic Development Director Goins introduced the members of the Poverty Task Force Committee. Mr. Jim Morrell, Shelton Poverty Task Force Chair, presented hand-outs containing information pertaining to History, Summary of Data, Surveys and Recommendations from the committee. The hand-outs are available at City Hall. The goal of the report is to maximize the opportunity for the Shelton Community to come together to achieve a positive and collective impact. Mr. Morrell said the report is 190 pages with recommendations to pursue and requested the Commission share the information with other County representatives.

_The Commission thanked and congratulated the committee for a quality report and hope this will be a continuing document._

One or more of the Commissioners will be attending the following activities this week:
- Mental Health Committee Meeting
- Mason Transit Authority Board Meeting
- Economic Development Council Board Meeting and Luncheon

Public Comment
Mayor Cronce recognized the following who thanked the Poverty Task Force Committee for their excellent report; Mr. Charles Orthmann, Mr. Tom Davis and Mr. Toby Kevin.

_Mayor Cronce recessed the regular meeting and opened the Public Hearing at 6:37 p.m._

Public Hearing - 2012 Community Development Block (CDBG) Grant – Amendment #2 (Mason County Shelter and Shelton Creek Apartments Project) – Community and Economic Development Director Goins reported that this was briefed on at the meeting of 12/9/13 and tonight is the required Public Hearing. Currently, CDBG funding totals $825,000, which includes $800,000 for construction and $25,000 dedicated to cover the City’s contract administration costs, with no City match required for the Mason County Shelter and Shelton Creek Apartments Project. The proposed amendment would increase the total grant funding to $1,000,000, the maximum CDBG offers a single project. This is necessary to address some cost overruns experienced during construction. DH Goins requested the Commission authorize the Mayor to sign Amendment #2 and the City Administrator to make necessary budget modifications tonight. DH Goins introduced Ms. Deb Nielsen, Executive Director of Mason County Shelter, who presented an update on the project and thanked City Staff and the Commission for their continued support. Ms. Nielsen said the estimated completion is the end of February, 2014.

Public Testimony - None

_Mayor Cronce closed the Public Hearing at 6:44 p.m._

Commissioner Olsen moved to authorize the Mayor to sign Amendment #2 increasing the 2012 CDBG Grant to $1,000,000, and the City Administrator to make the necessary budget modifications; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.
Consent Agenda
1. Vouchers numbered 82329 through 82423 in the amount of $800,358.94
2. Payroll Warrants numbered 70490 through 70671 in the amount of $629,657.34
3. Transfer and Banking Fees in the amount of $41,528.48
4. Commission Meeting Minutes of:
   • Study Session of October 14, 2013
   • Business Meeting of October 21, 2013
5. 2014 City of Shelton Work Plan
6. Wastewater Treatment Plant Improvements – HVAC Corrections and Upgrades – Authorize the Mayor to sign the contract with Sunset Air Inc. when received back from contractor after concurrence of the award by United States Department of Agriculture – Rural Development
7. 2013-2015 On-Call Engineering Services Contract Pool – Authorize the Mayor to sign the contracts with ExelTech Consulting Inc., SCJ Alliance, Jerome W. Morrisette & Associates Inc., Parametrix, Gray & Osborne Inc. and BCH Consultants LLC as they are returned to the City
8. Washington State Patrol Interagency Agreement with the City of Shelton – Missing and Exploited Children Task Force – Authorize the Mayor to sign

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
1. Resolution # 1059-1213 - A Resolution on the City of Shelton, Washington Setting the Public Hearing for 2014 Water Efficiency Goal – Public Works Director Clark reported that one of the most important steps in water use efficiency (WUE) is setting goals that can be measured that provide a benchmark for achievement and play a significant role in defining the success of our water use efficiency program. The goals must be set through a public process. The goals may be selected from Washington State Department of Health (DOH) guidelines based on WUE practices. The final goals must be submitted to DOH by February 1, 2014. DH Clark presented Resolution 1059-1213 that sets a public hearing for January 21, 2014. He requested Resolution 1059-1213 be placed on the consent agenda for December 23, 2014 for Commission approval.

The Commission concurred to place Resolution #1059-1213 on the consent agenda for December 23, 2013.

2. Timberland Regional Library Board of Trustees Appointment – Ms. Mary Ann Hughes – Management Assistant Look said the Timberland Regional Library Board of Trustees currently has one open position. Mayor Cronce received a letter of interest from Mary Ann Hughes requesting to be considered for appointment to the Board; she would complete the term of Eileen Oberg who submitted her resignation, serving through 2017. Ms. Patty Ayala Ross, Library Manager, also received a letter of interest from Ms. Mary Ann Hughes. MA Look recommended the appointment of Ms. Mary Ann Hughes to the Shelton Timberland/William G. Reed Library Board of Trustees be placed on the consent agenda for December 23, 2013 with a term to expire December 31, 2017.

The Commission concurred to place the appointment of Ms. Mary Ann Hughes to the Shelton Timberland/William G. Reed Library Board of Trustees on the consent agenda for December 23, 2013 with a term to expire December 31, 2017.

3. City of Shelton Financial Services Labor Contract 2014-2015 – Management Assistant Look reported the City of Shelton and Financial Services Union members have reached a tentative settlement for their Collective Bargaining Agreement effective January 1, 2014 through December 31, 2015. The City and the Union have agreed to the following:
   • 1% Cost of Living Adjustment for each year 2014 and 2015
   • 2014- an increase in City paid medical premiums from $1,200 contribution to $1,275 for employee/family
   • 2015 – an increase in City paid medical premiums from $1,275 to $1,350 for employee/family
These expenses were included in the 2014 Final Budget. MA Look recommended the Commission place the tentative settlement agreement for the Financial Services Union Members on the consent agenda for December 23, 2013.

*The Commission concurred to place the tentative agreement between the City of Shelton and the Financial Services Union on the consent agenda for December 23, 2013.*

**Administration Reports**
City Administrator O’Leary said he would be the speaker at the Economic Development Council meeting at the Colonial House.

**General Public Comment**
Mayor Cronce thanked the Elma High School students for attending the meeting this evening.

**Administrative Final Touches - None**

**Announcement of Next Meeting**
Mayor Cronce announced the next regular Commission meeting of Monday, December 23, 2013 at 2:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting at 6:56 p.m.

Mayor Cronce

City Clerk Look