Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Mark Ziegler, Greg Clark, Steve Goins, and Lesleann Kangas

Mayor Cronce called the meeting to order at 2:00 p.m.

Commission Reports
- Oaths of Office – The Honorable Amber L. Finlay, Judge Mason County Superior Court administered the Oaths of Office for Municipal Court Judge George Steele and Commissioner of Public Works Tracy Moore.

- 2013 Forest Festival Annual Report – Mr. Mike Sprouffske, Vice President of the Mason County Forest Festival Association presented his annual report. Mr. Sprouffske said the event was a huge success and the Forest Festival Court and float participated in parades in Sequim, Seattle, Port Orchard and Olympia. He thanked all of the volunteers and the Hotel/Motel Tax Commission for their continued support. Next year’s Forest Festival will be held May 29-June 2, 2014.

Commissioner Olsen thanked Commissioner Pannell for her service to the community for the past twelve years.

Mayor Cronce thanked Management Assistant Look for her role as the Acting City Administrator during the incident with the Railroad and PUD poles.

Public Comment
Mayor Cronce recognized Mr. Chuck Orthmann who presented results from his service with a homeless work group. Mr. Orthmann said he will introduce a Popular Education Participatory Research Plan at a later date.

Consent Agenda
1. Vouchers numbered 82426 through 82502 in the amount of $249,026.79
2. Manual Warrant numbered 82424 in the amount of $3,850.00 to United States Post Office
3. Transfer and Banking Fees in the amount of $6,157.81
4. Commission Meeting Minutes of:
   - Study Session of November 12, 2013
   - Business Meeting November 18, 2013
5. Ordinance No. 1843-1213 – Second Reading - An Ordinance of the City of Shelton, Washington Adopting the 2013 Community Trails Plan
6. Resolution #1058-1213 – A Resolution of the City of Shelton, Washington Declaring that the City Certifies Compliance with all Requirements for Applying for “Planning Only” Funds through the State of Washington Community Development Block Grant Program – Authorize to proceed with the application and authorize the Mayor to sign the application and accompanying documents

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. Hotel/Motel Tax Advisory Committee Appointment – Mr. Duane Wilson – Management Assistant Look said the Hotel/Motel Tax Advisory Committee has three members to be review and considered for re-appointment. One member is involved in activities authorized to be funded by revenue received and two members represent businesses required to collect the tax – Mr. Duane Wilson, Kristmas Town Kiwanis, Sky Kim of the Shelton Inn, and Maria Kim of the Super 8 Motel. Mr. Wilson has submitted a letter of interest to the Mayor to be considered for re-appointment to the Committee. MA Look recommended the Commission re-appoint Mr.
Duane Wilson, Sky Kim and Maria Kim to the Hotel/Motel Tax Advisory Committee with terms expiring December 31, 2014 by placing on the consent agenda for January 6, 2014.

The Commission concurred to place the re-appointment of Mr. Duane Wilson, Sky Kim and Maria Kim to the Hotel/Motel Tax Advisory Committee with terms expiring December 31, 2014 on the consent agenda for January 6, 2014.

2. **Interfund Loans – Resolution #1060-1213 – A Resolution of the City of Shelton, Washington, Providing for the Issuance of an Installment Note Payable from the Capital Improvement Fund to the General Fund, and Providing for the Mode of Payment and the Terms of Each Note –** Director of Financial Services Beierle reported that the purpose of this is to inform the Commissioners that the Capital Improvement Fund needs an Interfund Loan for additional cash flow, in order to have a positive cash balance. This is due to grant reimbursements, for Street improvement projects, lagging into next year. Budget Reserves Policy #300-18 and Resolution #1043-0812 allow the use of the General Fund’s Operating Reserves to cover cash flow needs for brief periods through year-end if authorized by the City Commission. The Capital Improvement Fund needs an interfund loan in the amount of $100,000 in order to have positive cash balance. DH Beierle requested the Commission approve Resolution #1060-1213 and authorize the use of the General Fund’s Operating Reserves if needed.

*Mayor Cronce requested a reading of Resolution #1060-1213 as follows:*
*A Resolution of the City of Shelton, Washington, Providing for the Issuance of an Installment Note Payable from the Capital Improvement Fund to the General Fund, and Providing for the Mode of Payment and the Terms of Each Note*

*Commissioner Olsen moved to adopt Resolution #1060-1213, and authorize the Mayor and City Administrator to sign the installment note and also approve the use of the General Fund’s Operating Reserves in needed as allowed by Resolution #1043-0812 and City Policy #300-18; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.*

**Administration Reports**
City Engineer Michael reported that the City Public Works Crews responded to the issue with the Railroad and PUD #3 power lines providing support with initial traffic control. The Crews used the Vactor Truck to help replace the poles and helped with the cleanup.

Commissioner Pannell said that she received a call from a PUD #3 employee thanking public works crews for their assistance.

Commissioner Olsen asked for clarification on traffic control. CE Michael said that when a traffic light is down the Police are the only ones who can direct traffic. When a traffic light is down it should be treated as a four way stop.

**General Public Comment**
Mayor Cronce recognized Ms. Marilyn Vogler who thanked Commissioner Pannell for her service to the City and hopes to continue to see her in the community.

**Administrative Final Touches - None**

**Announcement of Next Meeting**
Mayor Cronce announced the first meeting of the New Year would be Monday, January 6, 2014 at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting at 2:30 p.m.

[Signatures]

*Mayor Cronce
City Clerk Look*