CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – October 21, 2013
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Pro-Tem Olsen and Commissioner Pannell, Mayor Cronce excused
Staff Present: Dave O’Leary, Vicki Look, Mike Michael, Cathy Beierle, Terry James, and Tracy Wilson

Mayor Pro-Tem Olsen called the meeting to order at 6:00 p.m.

Commission Reports
One or more Commissioners will attend the following activities this week:
  • Donnie O’Neil Guild Lunch
  • Board of Health Meeting
  • Substance Abuse and Mental Health Board Meeting

Public Comment – None

Consent Agenda
  1. Vouchers numbered 81977 through 82070 in the amount of $656,002.62
  2. Wastewater Treatment Plant (WWTP) Design and Construction Services Contract with Parametrix, Amendment #14
  3. Community Development Block Grant (CDBG) – Mason County Shelter Relocation Project – Request for Amendment #1

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

Old Business - None

New Business
Wastewater Treatment Plant (WWTP) – Fairmount Avenue Restoration Change Order #2 and Change Order #3.
CE Michael reported that the contract was going well, a little higher than anticipated, but expected due mostly to the Storm water issues. During the rough grading between Puget and the Railroad track, four springs coming up to the surface were opened. Staff came up with two options on how to proceed. The first option was to continue with some additional base grade stabilization costing approximately $176,000 but would only get about ten years of life out of the asphalt. The second option was to install a concrete panel road that would be able to bridge over several bad areas. Staff waited for USDA to reopen after the shutdown and then CE Michael and Bob Tauscher spoke with Mr. Dave Dunnell from USDA on Thursday and again this morning. Mr. Dave Dunnell is in concurrence and told them to proceed with the concrete panel. Staff is bringing the Commission two change orders. Change Order #2 is to deal with the adjustment in the final grade for approximately $57,000. The grade had to be lowered resulting in the contractor having to haul away more than expected and bringing in more trucks. The contractor asked for $3.00 more a Cubic Yard, which, after calculations by staff, found it reasonable and well under the average bid for that type of work.
Change Order #3 addresses the Puget Street concrete panels. The contractor quoted $235,758 which is a net change to the contract of approximately $185,000 after backing out the $60,000 worth of asphalt that will not be used under the current contract. Staff is recommending the Commission approve these Change Orders and authorize CA O’Leary to sign them when they are returned by the contractor so it can be expedited and given to USDA for a final signature and getting the contractor moving on them.
Commissioner Pannell gave a reminder that USDA needed to concur because this is coming out of the Grant money for the Wastewater Treatment Plant. Commissioner Pannell also asked for clarification on the timeline for the concrete panels. Staff replied the concrete can be laid in wet weather and that barring any restrictions from the County Commission, that section of roadway will be closed for about 3 weeks once the contractor is ready to go.
Commissioner Pannell asked if there is concern for slippage or washing away underneath due to it being on a slope. Staff responded that they will be installing a couple of catchment infiltration galleries and looking into the possibility of keying the slabs into the grade. Although this region and DOT do not typically do this, some regions do and the cost of that is included in the bid. Mayor Pro-Tem Olsen asked how thick it would be. Staff replied that it has been
designed to be 8 inches thick and should give a 30 to 50 year life span depending on assumptions made about truck traffic. Staff requested the two change orders be put on next week’s consent agenda and the Commission agreed.

Tourism Grants 2014
MA Look spoke about the tourism budget, stating that the State of Washington sends tax money collected from the three motels in town and anticipated receiving $37,900 this year in Revenue. The year is anticipated to start with about $98,000 in funds. Every August, the Tourism Advisory Board requests applications from organizations like the Historical Society and Chamber of Commerce as well as those that put on special events like The Bluegrass From the Forest and Fiddle Fest. Mason County Chamber of Commerce asked for $15,300, Kristmas Town Kiwanis requested $7000 for Bluegrass From the Forest, Mason County Forest Festival asked for $6000, an increase from 2013 of about $1000, Mason County Historical Society Car Show asked for $850, and the Historical Societies Museum Visitor Center requested an increase of $1500 due to the increase in the amount of people signing up to receive newsletters and publishing maps. S.O.C.K. did not apply leaving about $4000 in the fund that was not used. The Advisory Board headed by Mayor Cronce met to go over the applications and they recommended the funding in the amount of $39,150. Asking Finance Director to put it the preliminary budget and present it at the next meeting. Commission agreed and recommending it to be done by Finance Director Beierle.

Administration Reports
CA O’Leary reported that they are working on the budget, but had a complication due to a computer virus that affected files in the Excel program that is used to do the budget. Finance Dept. is restoring to a backup and shouldn’t lose too much of the work already done. The Finance Dept. will have the report to the Commission next week.

General Public Comment - None

Administrative Final Touches
Finance Director Beierle spoke about the insurance for Associates of Washington Cities (AWC) who provide most of the employee benefit programs that the city participates in. AWC is moving from a fully insured program to a self-insured program and in order for the city to participate, we have to pass an interlocal resolution. Most medical and health benefits will be able to stay the same with no increase.

Announcement of Next Meeting
Mayor Pro-Tem Olsen announced the next regular Commission meeting of Monday, October 28, 2013 at 2:00 p.m.

Adjournment
Mayor Pro-Tem Olsen adjourned the meeting at 6:19 pm

Mayor Cronce

City Clerk Look