CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – September 9, 2013
Shelton Civic Center - 2:00 p.m.

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

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

Mayor Cronce announced an Executive Session to follow the meeting, with action to announce after the session.

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

- Final Regional Task Force Meeting
- Hotel Motel Tax Board Meeting
- Meeting with City Administrator (CA) Dave O'Leary and representatives from Forterra for a meet and greet
- Economic Development Council meeting

Commissioner Olsen attended the public hearing on the Draft Environmental Impact Statement for Hall Equities last week and recognized Community and Economic Development (CED) Director Goins on his professionalism while handling difficult questions from the public.

Commissioner Olsen recognized Finance Director (FD) Beierle on her department’s 17th audit with no findings.

Mayor Cronce also congratulated FD Beierle on her department’s achievement. He then commended the Skookum Rotary Club on their voluntary street cleaning on Saturday morning.

Public Comment
Ms. Tracy Moore discussed the Skookum Rotary street cleanup and how well it was received. She proposed to make the cleanup a regular event quarterly or twice a year, stating how good it is for the community and the City.

Ms. Tristan Star thanked the Commission for her reappointment to the Historic Preservation Board.

Mr. Tom Davis discussed the Historic Preservation Signage project and announced that he and his wife would like to donate $500.00 toward the project. He urged the Commission to push the project forward.

Mr. Forest Cooper thanked the Davis’s for their donation. He then went on to recognize the participants in the Skookum Rotary street cleanup, specifically Bill Busacca and CED Director Goins. He thanked the City for helping with street closures. He thanked Tozier’s for fixing his pressure washer free of charge.

Consent Agenda
1. Manual Warrant number 81671 in the amount of $986,830.46 to Stellar J Corporation

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

Old Business
Moratorium on Collective Gardens – Ordinance #1834-0913 – CED Director Goins discussed moratorium extension options. He presented an ordinance extending the moratorium for six months, with the Commission having the ability to make it shorter if they adopt regulations sooner. He then compared current Mason County regulations with the City of Spokane regulations relating to collective gardens, to give the Commission some ideas on their options. Staff is requested that the Commission take action on the ordinance today with the understanding that staff will facilitate a public meeting within 30-45 days and have regulations adopted within 90 days.
Mayor Cronce asked for clarification on what a collective garden is and CED Director Goins explained that it was a collaboration of several qualified patients (up to 10 patients and 45 plants) growing for personal use. The Mayor expressed his concern about odors and growing in neighborhoods.

Commissioner Olsen stated that he would like to see a shorter moratorium extension and Commissioner Pannell agreed.

CED Director Goins presented the Commission with another ordinance that would extend the moratorium for only 90 days (3 months).

Mayor Cronce stated that he would like to see the moratorium last much longer and again expressed his concerns with odors in neighborhoods.

*Commissioner Olsen moved that the Commission approve Ordinance number 1834-0913, an Ordinance of the City of Shelton, extending a temporary moratorium for 90 days; Commissioner Pannell seconded the motion. A vote was taken and the motion passed, with Mayor Cronce voting no.*

**Historic Preservation Signage** – CED Director Goins asked for clarification on the Commission’s position on the Historical Preservation Signage project. This was in regards to the letter from the Historical Preservation Board asking that the Commission approve the project to get started.

Commissioner Pannell stated that she had thought the Commission had approved the project to start.

Commissioner Olsen stated that, on June 10th, he had made a comment on canvassing the historic districts and understood that everyone was in favor of going ahead with the project. He does not understand why, 12 weeks later, the Historic Board has brought a letter asking for approval on the project.

Mayor Cronce expressed his confusion on the letter as well and stated that he would like to see the project move forward as well.

Mr. Forest Cooper stated that he understood that there was not approval and would not be approval until after the funds were raised. He also stated that he did not feel comfortable asking for donated funds when the project has not yet been approved. He said the Historic Preservation Board was looking for approval to start fund raising.

*Commissioner Pannell moved to authorize the Historic Preservation Board to move ahead with the Historic Sign Project subject to funding being in place and details of installation being in place; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.*

**New Business**

Wastewater Treatment Plant (WWTP) – Contract Amendment #12 - City Engineer (CE) Michael discussed the Fairmount Pavement Restoration and Contract Amendment #12 with Parametrix. The contract has been awarded, but staff has come to the conclusion that additional survey and design support during the construction due to pavement deterioration. This amendment with Parametrix would allow for additional support, while allowing flexibility to address unforeseen issues in the field. The amount of the amendment is $30,880.75 and is covered under the current amount budgeted for the WWTP. Staff requested the Commission place the item on the consent agenda for September 16, 2013.

*The Commission concurred to place the Wastewater Treatment Plant Contract Amendment #12 on the consent agenda for September 16, 2013.*

Wastewater Treatment Plant – Contract Amendment #13 – CE Michael discussed mechanical upgrades needed for the WWTP. This amendment is in the amount of $253,092.46 and is covered under the current amount budgeted for the WWTP. Staff requested the Commission place the item on the consent agenda for September 16, 2013.
The Commission concurred to place the Wastewater Treatment Plant Contract Amendment #12 on the consent agenda for September 16, 2013.

Upper Mountain View Pressure Zone – CE Michael updated the Commission on funding changes with the Upper Mountain View Pressure Zone Project. Phase 2 of the project will now be broken up into three sub-phases. Phase 2A determines the cost effectiveness of components in Phase 1 in meeting the city's commitment for service by the end of 2014; Phase 2B is design and preparation of bid packets for those components; and Phase 2C is design and preparation of bid packets for the rest of the project. This will enable the City to fulfill its obligation to the Washington State Patrol while still maintaining the project as planned. The approved budget for this contract is $1,500,000.00, of which just under $200,000.00 allocated for Phase 2B. No action is required at this time.

**Administration Reports** – None

**General Public Comment** - None

**Administrative Final Touches**
CA O’Leary referred staff to the purple sheet.

**Announcement of Next Meeting**
Mayor Cronce announced the next regular Commission meeting of Monday, September 16, 2013 at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting to the Executive Session at 3:13pm
Since no action was taken on the Executive Session, Mayor Cronce at 3:45pm

Mayor Cronce

City Clerk Look