

CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Business Meeting Minutes – January 4, 2010

Shelton Civic Center - 6 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Dave O'Leary, Vicki Look, Steve Goins, Dennis McDonald, Erik Birk and Lesleann Kangas

Commission Reports

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

- Ground Breaking Ceremony – Wastewater Treatment Plant
- Congressional Update – Mason County Public Works Facility

Public Comment

Management Assistant Look read into the record a letter from William S. Walker. Mr. Walker requested that the City adopt the E-Verify program for all contractors on the City's Small Works Roster.

Mayor Tarrant opened the Public Hearing at 6:03 p.m.

Public Hearing – FY 2009 Community Development Block Grant (CDBG) – General Purpose Grants Program – Regional Projects Manager McDonald explained that CDBG's are made available annually through a competitive process to assist small cities and counties to conduct projects principally benefiting low and moderate income persons. These funds are to improve and maintain the economic and physical environment of small cities and counties, for such projects focused on public facilities, infrastructure, community centers, and micro-enterprises resulting in direct job creation. An interpreter provided this information to the Spanish speaking community. Before the City can submit an application, the City must provide public participation by alerting them of the CDBG program and the invitation to partner with the City in submitting a joint project funding application. Mr. McDonald said staff will submit a recommended application to the Commission for review and final decision at the next meeting. Other entities may submit qualifying applications also.

Public Testimony – None

Mayor Tarrant closed the Public Hearing at 6:12 p.m.

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Public Hearing – North Sheltonville Historic Neighborhood Local Historic District (LHD) – Associate Planner Birk said this current proposal for a LHD would establish 31 properties in about five blocks on Birch and Laurel Streets between Fifth and Eighth as a district that would protect the historic character of the neighborhood. Mr. Birk explained that 31 ballots were sent out asking for a vote pertaining to the LHD to all residents and property owners in the proposed area. Out of the 31, 22 were returned with 16 in favor and 6 against. Commissioner Byrne asked if there was any known reason for the other nine not to respond. DH Goins said there are no reasons but that a 70 percent return vote is great. AP Birk is requesting to move forward with this Ordinance that would establish the LHD.

Public Testimony

Mayor Tarrant recognized Ms. Linda Gunn who said downtown Shelton has the Norman Rockwell look that enticed her to buy a home here. Ms. Gunn said she is very pleased with the hard work and effort made by the of the Historic Preservation committee which is recognizing the truly historic value of homes in this particular area being presented tonight.

Mayor Tarrant recognized Mr. Michael Olsen who is restoring a home on Second Street and has had people stop by to admire the work. Mr. Olsen said historic preservation adds value to the community.

Mayor Tarrant recognized Mr. Bill Busacca, Chairman of the Historic Preservation Board, who said this is a small district with dedicated people who care about the town and its unique character. If the district is approved it will be eligible for possible State and Federal Grants.

Mayor Tarrant recognized Ms. Tracy Moore who said preservation is alive and well. Ms. Moore strongly believes in the Local Historic District.

Mayor Tarrant recognized Ms. Carolyn Maddux who said she spoke with a neighbor who did not vote therefore, allowing people who had education in this area to decide this matter.

Mayor Tarrant recognized Mr. Donald Maddux who has lived and worked in downtown Shelton since 1970. Mr. Maddux said since his retirement he has worked in other communities where historic preservation is an important part of whom and what the communities are.

Mayor Tarrant recognized Ms. Tristen Star who said that history and tourism go together. Ms. Star requested that we take the time to preserve a healthy place for our residents that will attract high value visitors who want to experience a place of home.

Mayor Tarrant recognized Ms. Elizabeth Jahnke, Co-Chair of Mason County Historic Preservation Commission, who said all seven members of this commission approve of the presented LHD proposal.

Mayor Tarrant closed the Public Hearing at 6:43 p.m.

The Commission concurred to place the North Sheltonville Historic Neighborhood Local Historic District Ordinance for a First Reading under Old Business for the meeting of January 11, 2010.

Consent Agenda

1. Vouchers numbered 71765 through 71808 in the amount of \$527,552.24
2. Vouchers numbered 72011 through 72024 in the amount of \$45,073.79
3. Manual Warrant numbered:
 - 71719 in the amount of \$2,408.63 to Key Bank
4. Commission Meeting Minutes of:
 - Business Meeting of December 7, 2009
 - Special Meeting of December 11, 2009
 - Study Session of December 14, 2009
 - Business Meeting of December 21, 2009
 - Study Session of December 28, 2009
5. Hotel/Motel Tax Advisory Committee Appointments for 2010 – Annette McGee, Duane Wilson, Maria Kim and Sky Kim - One year term each
6. Timberland Regional Library – Amended Promissory Note – Authorize the Mayor to sign when signed by Timberland Library Board
7. Goldsborough Creek Sanitary Sewer Improvement - Kneeland Park Pump Station – Simpson Easement Agreement with the City between Park Street and Kneeland Park – Authorize the Mayor to sign when signed by Simpson
8. Shelton Wastewater Treatment System Rehabilitation Construction Project – Inter-Governmental Agreement #17 – Authorize the Mayor to sign when returned from Partners

Commissioner Byrne moved to approve the consent agenda as read, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

Old Business - None

New Business

1. Resolution # 988-1009 – Real Estate Sales – City Administrator O’Leary reported that Cities have competing values as related to selling real estate. On one point, the City should conduct its business in open public meetings.

Another point, it is in the public interest to secure the maximum possible price for public property when it is sold. Generally speaking, real estate must be negotiated. Negotiations can include offers and counter offers, and instructions to the City's negotiator as to maximum and minimum acceptable prices or other acceptable terms. If these discussions take place in an open public meeting, they would render the negotiation strategies pointless, and result in less favorable terms that could have otherwise been achieved. To navigate between these competing values, and stay within the boundaries established by the state, the City should have a real estate sales Policy and Procedure. Resolution #988-1009 establishes the rationale for the new procedure, including the state's parameters, and instructs staff to implement a new Policy and Procedure on selling City real estate. CA O'Leary requested that the Commission place Resolution #988-1009 on the consent agenda for approval on January 11, 2010.

The Commission concurred to place Resolution #988-1009 on the consent agenda for approval on January 11, 2010.

2. **Resolution #989-1009 – Surplus City Assets** – Management Assistant Look said that Resolution #989-1009 directs the City Administrator to develop, implement, and modify as necessary an administrative policy providing provisions for the disposal of non-utility City assets. The Policy and Procedure would allow the City to sell or dispose of City assets using methods that ensure the greatest value for City taxpayers while giving the City flexibility to convey property between departments or to other governmental entities on mutually beneficial terms, or to discard or recycle property that has no saleable value. MA Look requested placing Resolution #989-1009 under Old Business for the January 11, 2010 to include the dollar amount of \$1,000 on the value of the surplus assets.

The Commission concurred to place Resolution #989-1009 – A Resolution of the City of Shelton, Washington, Adopting a Policy and Procedure for Disposal of Surplus City Assets under Old Business for the meeting of January 11, 2010.

Administration Reports

DH Goins explained that the moving of the power pole was being done at the Wastewater Treatment Plant. The dollar threshold for Public Works allowed DH Goins to sign the contract to move the pole as was done at the Fire Station Project.

Public Comment - None

Administrative Final Touches

- RPM McDonald – Community Development Block Grant Application

Announcement of Next Meeting

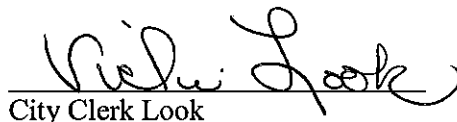
Mayor Tarrant announced the next regular Commission meeting of Monday, January 11, 2010, 2:00 p.m.

Executive Session – The Commission recessed to the Executive Session at 7:07 p.m. to discuss the performance of a public employee for twenty minutes with no action to follow. The Commission, MA Look, CA O'Leary were in attendance. MA Look requested an additional five minutes. The Commission adjourned the Executive session at 7:32 p.m.

Adjournment

Regular session was reconvened and as there was no further business the meeting was adjourned at 7:32 p.m.


Mayor Tarrant


City Clerk Look