

**CITY OF SHELTON, WASHINGTON – CITY COMMISSION**  
Study Session Meeting Minutes -- January 10, 2011  
Shelton Civic Center – 2:00 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Acting City Administrator Vicki Look, Steve Goins, Mark Ziegler, Dennis McDonald and Lesleann Kangas

**Commission Reports**

- **Shelton Mason County Historical Society Fourth Quarter Report** – Mr. Justin Cowling presented the Fourth Quarter Report in accordance with their Tourism Grant Contract for 2010. Mr. Cowling reported there were 1,021 visitors who came to the museum in the Fourth Quarter, 2010. He also reported on previous and upcoming events that will happen in 2011. Mr. Cowling thanked the City for the lodging tax funds and is most appreciative of the continued support of their organization.
- **Shelton-Mason County Chamber of Commerce Tourism Third Quarter Report** – Shelton-Mason County Chamber of Commerce Director Ms. Terri Jeffreys presented a report on the number of visitors served in the fourth quarter of 2010. The report highlighted the tourism efforts made on behalf of the City of Shelton by the Shelton-Mason County Chamber of Commerce for the fourth quarter of 2010. Ms. Jeffreys thanked the City of Shelton for the opportunity to partner with them in promoting tourism. She presented the fourth quarter receipts for lodging and tax funds as per the Shelton-Mason County Chamber of Commerce contract with the City of Shelton for 2010.

**Public Comment** - None

**Consent Agenda**

1. Vouchers numbered 74382 through 74389 in the amount of \$21,227.86
2. Payroll warrants numbered 63508 through 63570 and 63573 through 63717 in the amount of \$684,396.63
3. Civil Service Commission Appointment – Scott Hilburn – Six Year Term ending December 31, 2016
4. On-Call Engineering Services for 2011-2012 – Authorize the Mayor to sign up to six contracts
5. Shoreline Management Program Contract – ESA Adolfsen – Authorize the Mayor to sign

***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. **Civic Center Rotating Art Recommendation** – Parks and Recreation Director Ziegler presented the Shelton Arts Commission recommended art for display January 20, 2011, through April 29, 2011. Ms. Teresa Burrelsman submitted five pastel and mixed media art for display. Director Ziegler requested the Commission place the Shelton Arts Commission recommendation on the consent agenda for January 18, 2011.

***The Commission concurred to place the Shelton Arts Commission recommended art on the consent agenda for January 18, 2011***

2. **Timberland Library Board of Trustees Appointment – Amy Davis – Term ending December 31, 2015** – Acting City Administrator Look said that the Shelton Timberland/William G. Library Board of Trustees currently has one open position. The City received one letter of interest from Amy Davis to be considered for appointment to the Board. Library Manager Patty Ayala Ross submitted a letter recommending Ms. Davis. ACA Look requested that the recommendation of Amy Davis to the Shelton Timberland/William G. Library be placed on the consent agenda for January 18, 2011 with a term to expire December 31, 2015.

***The Commission concurred to place the appointment of Amy Davis to the Shelton Timberland/William G. Library with a term to expire December 31, 2015 on the consent agenda for January 18, 2011.***

3. Mason County Shelter Relocation Project -- 2011 Community Development Block Grant Funding -- Regional Projects  
Manager McDonald reported that under the Community Development Block Grant Program (CDBG) administered by Washington Department of Commerce, the City and County are eligible annually to submit their own or a subrecipient project application for funding. The City conducted a Public Hearing November 15, 2010, to announce the availability of CDBG funding for 2011. During this funding cycle, the City has no project to put forward therefore opened up an opportunity to partner with a local organization. Mason County Shelter (MCS) presented an eligible project and is requesting to partner with the City for the CDBG funding. The project is for new construction of a community facility with administrative offices and meeting space within the City of Shelton to serve as an emergency shelter for up to six homeless families with children. The City, on behalf of MCS, is proposing to apply to CDBG for \$1,000,000 to round out funding for this project. RPM McDonald said that a resolution is needed to apply for CDBG funds which will be brought forward under Old Business at the meeting of January 18, 2011. MCS Executive Director Ms. Debra Nielsen was present to answer any questions. The City will be the grantee and MCS will be the grant subrecipient. When the City is notified the Shelter Relocation Project will be awarded, CDBG will begin the contracting process. Part of the contract must include a formal agreement between the City and MCS defining responsibilities. MCS will be the lead in managing the design and construction of the project and expected to operate and manage the facility for at least 10 years. MCS will be subject to the same administrative requirements defined in the CDBG Handbook as the grantee. The City, as grantee, will be responsible for fund administration and project monitoring. The request will include funds for the City to administer and monitor the project. RPM McDonald requested the Commission accept Mason County Shelter's request to partner with the City to submit an application for CDBG funding. Staff further recommends placing the required Resolution and authorizing the Mayor to sign the application under Old Business for the meeting of January 18, 2011.

*The Commission concurred to place the required Resolution and Mason County Shelter's request to partner with the City to submit an application for Community Development Block Grant Funding under Old Business for the meeting of January 18, 2011.*

**Administration Report**

The Commission presented Years of Service Appreciation Certificates to employees and invited them to a reception following the end of this meeting.

**Public Comment** - None

**Administrative Touches**


- DH Goins/Vacation portion of "G" Street
- DH Goins/Renew Sludge Lease with Green Diamond
- DH Ziegler/Shelton Arts Commission letter of interest
- RPM McDonald/Letters of Support for Regional Partners and Mason County Shelter

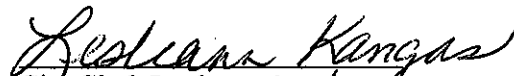
**Announcement of Next Meeting**

Mayor Tarrant announced that the next Commission meeting will be Tuesday, January 18, 2011, at 6:00 p.m. in observance of the Dr. Martin Luther King Holiday.

**Adjournment**

As there was no further business the meeting was adjourned at 2:40 p.m.

  
Mayor Tarrant

  
City Clerk Look