

CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – January 18, 2011
Shelton Civic Center - 6 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell
Staff Present: Dave O'Leary, Cathy Beierle, Mike Michael, and Lesleann Kangas

Mayor Tarrant called the meeting to order at 6:00 p.m.

Commission Reports

- Mason General Hospital Expansion – Letters of Support – Mayor Tarrant said this is a request from Mason General Hospital to sign letters to legislators in support of the hospitals funding request connected to the expansion of the hospital.

The Commission concurred to sign the letters to legislators supporting Mason General Hospital's funding request connected to the expansion of the hospital.

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

- Squaxin Island Tribe/water issues
- Criminal Justice Team meeting
- MACECOM Meeting

City Engineer Michael announced that the Basin 5 meeting at Bordeaux School has been postponed until February 3, 2011, 6 p.m.-8 p.m.

Mayor Tarrant wanted to clarify questions concerning the cameras at Wallace-Kneeland Blvd. The cameras are traffic sensors to regulate and monitor traffic, not to take pictures of people running red lights.

Public Comment

Mayor Tarrant recognized Mr. Ryan Troy who asked the Commission what is being done to repair the potholes in the roads. Public Safety is a priority and Highway 3 and Arcadia have dangerous potholes. Lake Blvd. has holes so bad that people veer off the road to avoid these holes, which could cause law suits. Mr. Troy would like to see something on the ballot to keep our streets safe. The citizens should know that there is grant money available with match money from the citizens. People should be more advised of this possibility. This is about our Community.

Mayor Tarrant said there is concern on the potholes. This evening on the agenda is the Work and Strategic Plan update that addresses funding for arterial streets. Several streets are on the potential Work Plan for 2011, funding dependent. The Mayor supports the street measures and said we don't know what the taxpayers think unless we try to find out.

Commissioner Pannell said that in the past people will not vote for taxes to fix streets if their street is not one getting fixed.

City Engineer Michael said that to declare a State of Emergency for street funding it needs to include life and safety issues.

City Administrator O'Leary asked City Engineer Michael to explain the 13 ½ percent match. CE Michael explained that the 13 ½ percent match is the standard requirement for our primary source of funding for transportation projects that comes through the Department of Transportation from the Federal Highway Administration. The funds that Mr. Troy refers to are the local fund projects that are allotted to the City, Mason

County and Mason Transit. Together the City, Mason County and Mason Transit have agreed upon projects to utilize the funds. These projects require the 13 ½ percent match.

Mayor Tarrant recognized Ms. Norah Montoya who asked how information gets to the citizens. Ms. Montoya said if she did not attend this meeting she would not be aware of the street issues presented by Mr. Troy. Mayor Tarrant responded that we use the Commission meetings, local media and the City of Shelton website. Ms. Montoya provided her email address to be added to the list that receives the weekly agenda.

Consent Agenda

1. Vouchers numbered 74391 through 74481 in the amount of \$ 202,611.10
2. Vouchers numbered 74601 through 74642 in the amount of \$497,902.80
3. Commission Meeting Minutes of:
 - Business Meeting of December 20, 2010
 - Study Session of December 27, 2010
 - Business Meeting of January 3, 2011
 - Study Session of January 10, 2011
4. Civic Center Rotating Art Recommendation – Teresa Burrelsman
5. Shelton Timberland/William G. Library Board Appointment – Amy Davis – Term ending December 31, 2015

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

1. Resolution # 1012-0111 – A Resolution of the City Commission of the City of Shelton, Washington Declaring that the City Certifies Compliance with all Requirements for Applying for Funds through the State of Washington Community Development Block Grant Program – City Engineer Michael reported that this was presented in detail at the meeting of January 10, 2011. In summary, this resolution and application are to seek funds on behalf of Mason County Shelter to build a new shelter. CE Michael requested a reading and adoption of Resolution #1012-0111 and authorize the Mayor to sign the Community Development Block Grant Application.

Commissioner Pannell moved to adopt Mason County Shelter’s request to partner with the City to submit an application for Community Development Block Grant funding, Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

Mr. Ryan Troy asked for clarification on the Community Development Grant. Mayor Tarrant responded that a Public Hearing was held that presented the information regarding the City acting as a partner for Mason County Shelter seeking funds for a new shelter.

Mayor Tarrant requested a Reading of Resolution #1012-0111 as follows:

A Resolution of the City Commission of the City of Shelton, Washington Declaring that the City Certifies Compliance with all Requirements for Applying for Funds through the State of Washington Community Development Block Grant Program.

Commissioner Byrne moved to approve Resolution #1012-0111, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

Commissioner Pannell moved to authorize the Mayor to sign the Community Development Block Grant Application, Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

New Business

1. **Mason County Shelter Homeless Shelter – Letter of Support** – City Engineer Michael presented a letter to the Community Development Block Grant Committee supporting the Mason County Shelter’s funding application to the Housing Trust Fund administered by the Department of Commerce. The application is due January 27, 2011. The Housing Trust Fund is a two-stage process with the awards being announced in late June 2011. Housing Trust Fund dollars will be combined with Community Development Block Grant funding through the City to construct the new facilities. CE Michael recommended the Commission sign the letters of support for the Mason County Shelter funding application to Housing Trust Fund.

Commissioner Pannell moved to authorize the Mayor to sign on behalf of the City a letter of support for the Mason County Shelter funding application to Housing Trust Fund, Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

2. **Regional Projects – Letters to State Legislature supporting continued funding of Regional Partners** – City Engineer Michael said that for the Regional Projects to continue progress the state partners must secure new state biennial funding. The opportunity exists for the City to support the Governor’s proposed Biennial Budget that includes Regional Project funding for Washington Department of Corrections (DOC) and the Washington State Patrol (WSP). The projects include competing upgrades and expansion of the City Wastewater Treatment Plant (WWTP) and also constructing the Dayton-Airport Road Water Expansion project. DOC has requested \$1.7 million and WSP has requested \$3.1 million. CE Michael requested the Commission sign these letters in support of the Regional Partners requests and place on the consent agenda for January 24, 2011.

The Commission concurred to place the letters to State Legislators supporting continued funding for the Regional Partners on the consent agenda for January 24, 2011.

3. **Ordinance No. 1777-0111 – First and Final Reading - An Ordinance of the City of Shelton, Washington Amending Chapter 3.04 of the Shelton Municipal Code to Establish Shelton Metropolitan Park District Fund** – Director of Financial Services Beierle reported that the voters approved the creation of the Shelton Metropolitan Park District (SMPD) May 12, 2010. On July 26, 2010, the City entered into an agreement with the SMPD to continue to provide funding through the City’s General Fund for parks and recreation programs, through December 31, 2010, at no cost to the District. The SMPD also adopted Resolution #SMPD 01-0710 on July 26, 2010, which designates the City of Shelton’s Director of Financial Services at the District Treasurer subject to the approval by the County Treasurer, of which approval was received on October 1, 2010. A new fund within the City’s accounting structure is now needed in order to separately account for all monies received and disbursed by the District Treasurer on the SMPD’s behalf. DH Beierle requested a First and Final reading and the Commission approve Ordinance No. 1777-0111.

***Mayor Tarrant requested a First and Final Reading of Ordinance No. 1777-0111 as follows:
An Ordinance of the City of Shelton, Washington Amending Chapter 3.04 of the Shelton Municipal Code to Establish Shelton Metropolitan Park District Fund***

Commissioner Byrne moved to approve Ordinance No. 1777-0111, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

4. **Resolution #1013-0111 – A Resolution of the City of Shelton, Washington, Providing for the Issuance of a Loan to the Shelton Metropolitan Park District** – Director of Financial Services Beierle reported that the Shelton Metropolitan Park District (SMPD) was approved by the voters on May 12, 2010, and authorized a property tax levy of 55 cents per thousand dollars of assessed valuation. According to state law these property taxes could not be levied until 2011. The SMPD and the City entered into an agreement to continue to provide funding through the City’s General Fund for parks and recreation programs, through December 31, 2010, at no cost to the District. Beginning in January, the SMPD will be funding these expenses with their 2011 property tax levy. The property taxes levied by the SMPD for 2011 are billed out by the Mason County Treasurer in

February but are not due until April and October. The SMPD has a few expenses that must be paid before their property taxes will be received and is in need of \$5,200 of temporary cash flow funds. The City's General Fund has sufficient funds to loan this amount for a short duration. DH Beierle recommended accepting a loan for \$5,200 from the City until May 31, 2011, with an interest rate of 2.25 percent per annum, at which time sufficient property taxes should be received to pay this loan and accrued interest. A Promissory Note must be signed by both the City and the SMPD. DH Beierle requested that the Commission adopt Resolution #1013-0111 and authorize the Mayor to sign the Promissory Note.

Mayor Tarrant requested a reading of Resolution #1013-0111 as follows:

A Resolution of the City of Shelton, Washington, Providing for the Issuance of a Loan to the Shelton Metropolitan Park District

Commissioner Byrne moved to approve Resolution #1013-0111 and to authorize the Mayor to sign the Promissory Note, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

5. Resolution # 1011-0111 – A Resolution of the City of Shelton, Washington Amending the 2011 Work Plan and the 6-Year Strategic Plan Strategic Plan Update and Work Plan Approval – City Administrator O'Leary said that at the October 22, 2010, City Retreat, the City Commission met with Department Heads and proposed amendments to the City's Strategic Plan. In accordance with our prior practice, changes to this document were initiated. This resolution reflects the proposed changes. In addition, whenever a project has been accomplished, it is noted as "Done." The 2011 Work Plan is being proposed for approval also. All changes to the Strategic Plan were to postpone projects, mainly due to lack of resources. The Work Plan is being processed following budget approval to accurately account for our capabilities, factoring in budget limitations. CA O'Leary said this is an ambitious plan that is looking to the future. Some highlights have been the Fire Station, Emergency Medical Services Levy, Basin 2, Goldsborough Creek, Johns Prairie Water Extension, and Dual Stream Recycling. CA O'Leary requested this be placed under Old Business for the week of January 24, 2011 for further discussion and adoption.

The Commission concurred to place Resolution #1011-0111 under Old Business for the week of January 24, 2011.

Administration Reports

- CA O'Leary reported that changes need to be made to the contract that extended water to Johns Prairie. The billings for utility rates in the Urban Growth Area include a 50 percent surcharge. It was decided that the surcharge would be waived for the partners that extended water to Johns Prairie. This should apply to everyone, not just the partners extending water to Johns Prairie. This will be brought back for discussion January 24, 2011.

Public Comment - None

Administrative Final Touches

- City Engineer Michael reported staff is cautiously optimistic that the Kneeland Park Pump Station is doing what is needed. The storm over the last weekend had only two manholes bubbling over. In general, it appears the project is having the effect that was anticipated.

Norah Montoya asked why the power was out the other night. Commissioner Pannell answered that a big tree fell on power lines, not the City's.

Announcement of Next Meeting

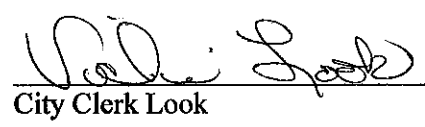
Mayor Tarrant announced the next regular Commission meeting of Monday, January 24, 2011, 2:00 p.m. and a Shelton Metropolitan Park District Special Meeting at 1:45 p.m.

Adjournment

As there was no further business the meeting was adjourned at 7:12 p.m.



Mayor Tarrant



City Clerk Look