

CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Business Meeting Minutes – May 16, 2011 6:00 p.m.

Shelton Civic Center

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Dave Eklund, Mike Michael and Lesleann Kangas

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

Commission Reports

- **Small Business Week/Day – Proclamation** – Mayor Tarrant read and presented this proclamation to members of the Mason County Chamber honoring the Small Business Community in our area.
- **Public Works Week – Proclamation** – Commissioner Pannell read the State of Washington Public Works Week Proclamation. She extended a special thank-you to the hard working City of Shelton Public Works Staff.

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

- Law Enforcement Officers and Fire Fighters Board Meeting (LEOFF)
- Port of Shelton Commission Meeting
- Mason Matters
- Mason County Chamber’s Bite of Shelton
- City of Shelton Wellness Committee Meeting
- Public Works Celebration

Public Comment

Mayor Tarrant recognized Mr. Conley Watson who spoke about the new the Washington State Department of Corrections reception facility for which Mason County has been identified as one of the location being considered. . His comments relayed his concerns regarding funding for the complete project. He also stated that there is talk of 500 local jobs, which would utilize individuals from our local unions, but he asked if they’d be turning our community into a crime area. Mr. Conley then asked about the public safety sales tax.

Mayor Tarrant responded that the public safety sales tax would be to maintain the 2011 levels of law enforcement in the City of Shelton and at the County level. This is an issue that would have to come before the residents for a vote.

Mayor Tarrant recognized Ms. Patricia Vandehey who said she had attended the Department of Ecology meeting where a representative was discussing critical aquifer Class I and Class II. She said she was very impressed with the presentation.

Mayor Tarrant recessed out of the regular meeting and reopened the continuation of Ordinance No. 1785-0511 Public Hearing at 6:18 p.m.

Public Hearing - Ordinance No. 1785-0511 – An Ordinance of the City of Shelton, Washington, Amending Chapter 20.13 of the Shelton Municipal Code Relating to the PR/A Professional Office/Residential Mixed Use Zoning District, and Amending Portions of Chapters 20.06, 20.13 and 20.64 – Public Works and Community and Economic Development Director Goins presented the history of land use in the area. DH Goins clarified that this ordinance does not adopt rezone; the request does not include changing the boundary of the district. The proposed changes are amendments to the regulations within the district, which already exist. In summary, the text amendment would modify described intent by acknowledging areas with frontage on Alder Street and proximity to County Campus; alter development regulations, such as setbacks, maximum building size, and development coverage. It would expand permitted and conditionally allowed uses within the land use matrix and incorporate minor modifications to the existing design guidelines.

There have been many land uses in the area over time. Alder Street is a principal arterial with a number of non-residential uses in the area, causing mixed results. Parking, necessary to support businesses, is an issue for supporting commercial uses in the area. DH Goins presented a map with residential uses that have been converted to commercial uses. Since the 1970's, there has been increased traffic on Alder Street. Market demands have dictated that this area is more desirable for nonresidential use.

Commissioner Byrne asked about the parking issues when changing uses. DH Goins said staff can dictate uses and parking requirements. There has always been an incentive in the downtown area to try to utilize the existing buildings by not enforcing parking. This has a great deal of value when preserving a historic building, but it is a different matter when converting a single-family residence.

Commission Pannell asked if the entire area was zoned Commercial. DH Goins said the area has been zoned and rezoned a number of times, too many to count. Commissioner Pannell said this area requires a great deal of thought due to the Historic District, busy street, cars downtown to uptown, and no parking on Alder Street.

Mayor Tarrant said that the proposed text amendments should address the parking issues. With no parking on Alder Street, it forces the issue on Birch Street. If we create a larger footprint then we create a larger traffic issue.

Public Testimony

Mayor Tarrant recognized Mr. Tom Davis who asked what the purpose of the proposed amendments is. He said this seems to be a staff initiated amendment to an existing zoning ordinance to accommodate a specific purpose. But, what is that the specific purpose? A proposal should contribute to the community and that seems to be absent here. In the historic district boundaries, the property in discussion was excluded from the district. Mixed use is the mutt of zoning, opening doors for things that you might not want. Mr. Davis requested to table approving these amendments until it is clear what is being proposed for the area.

Mayor Tarrant recognized Ms. Laura Sladek who said she is not asking for any other use than to build a professional building. She said the building would be an office, in the design of the neighborhood, in honor of her husband's family who has been part of this community for six generations. Ms. Sladek requested the design guidelines be clear because currently they are in conflict. She requested a little larger building, 3000 feet on the ground floor. Ms. Sladek said her goal is to build something with good architecture and character that fits the neighborhood and the history of the City. She said going back to the hearings examiner's points; the applicant and proponents of the rezone have amply demonstrated their property is almost useless under the Neighborhood Residential zoning designation. She stated that the applicant has shown that the proposed rezone bears a substantial relationship to the public welfare.

Mayor Tarrant recognized Mr. Bill Busacca who presented pictures of former homes that have been converted to commercial businesses that have retained the character of the City while providing professional space. Mr. Busacca requested that a professional office fit the look of the neighborhood, zoning and parking. He would like to see the entire Alder Street strip become professional buildings, with out changing regulations, because it would be a good buffer between the Historic District and the County Campus.

Mayor Tarrant recognized Ms. Tracy Moore who said she does not understand the reason for the complete text and land use matrix changes. She asked what the difficulties are, and what is currently preventing improvements to properties along the north side of Alder Street. Ordinances should not prevent renovation and if a slight text change can accomplish this, she would support that. Ms. Moore said she supports the creation of new professional office buildings, but the area is not appropriate for more intense commercial uses. Nothing will change the no access and no egress off Alder Street and that alley and side streets will be used, which will affect the residential area. In conversation with Laura Sladek, the size limit should be amended and Ms. Moore does not object to an apartment above the office building as long as adequate parking spaces are provided. In order to negate to adjoining neighborhood, the original language requiring an entrance on corner lots and side streets should remain. She is concerned that this commercial zone will expand and residential uses will decline. Ms. Moore requested that the Commission approve minor changes that are necessary to enable the owners of the PR/A zone to develop their properties in a sympathetic manner allowing all to live and work in harmony in our fair City.

Mayor Tarrant thanked everyone for their comments.

Commissioner Pannell moved to close the Public Hearing at 7:04 p.m.; Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

The Commission concurred to place Ordinance No. 1785-0511 under Old Business for the meeting of June 6, 2011.

Commissioner Pannell clarified that the new version presented at the meeting of June 6, 2011 will take into account public comment received.

Consent Agenda

1. Vouchers numbered 75229 through 75396 in the amount of \$282,733.18
2. Commission Meeting Minutes from:
 - Business Meeting of April 25, 2011
 - Special Meeting of April 29, 2011
 - Business Meeting of May 2, 2011
3. Goldsborough Creek Sanitary Sewer Improvement Project – Amendments Extending the Ecology Pollution Control Revolving Fund Loans and Centennial Clean Water Fund Grant – Authorize the Mayor to sign
4. Public Safety Building Renovation – Anderson/Boone Architects Contract Amendment – Authorize the Mayor to sign
5. Basin 5 Sewer Rehabilitation Project – Award Form to Buno Construction LLC - Authorize the Mayor to sign contract when returned from contractor – Authorize City Administrator to make necessary budget adjustments

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. **Streetlight Project** – Interim Police Chief Eklund reported that Phase I of the Streetlight Project was the disconnection of 47 lights which was completed during the last half of 2010. The estimated annual savings from Phase I is \$7,522.65. After comparing PUD #3 invoices from the same time last year is it anticipated that through the months of January through March 2011, there was an estimated savings of \$2,560.20. The police department has received two complaints from Phase I, one on a light behind the post office and the other at an intersection on Capital Hill. These complaints were investigated and determined to be left off. There has been no increase in crime since the beginning of the Streetlight Project.

Staff requested to move forward with Phase II, which includes the disconnection of an additional 36 lights. The 36 lights, designated as duplicate or ambient are from Cota Street South to the City Limits including Lake Blvd.

Commissioner Byrne said the efficiency issues that have a monetary value on the budget and efforts on the part of Police Department make this project worth it.

Mayor Tarrant said that if the City can save money and does not have an increase in potential safety issues then it makes sense but philosophically he does not agree with lights being turned off.

Commissioner Pannell said that the most important part is that there has not been a decrease in public safety. She said there was a considerable study done to determine which lights were not needed.

City Administrator O'Leary said that he is not surprised that there has not been a decrease in public safety because the lights turned off were either redundant or wasting energy, which were discovered by a study done by the City's Crime Prevention Officer.

The Commission consensus was to place Phase II of the Streetlight Project on the consent agenda for May 23, 2011.

2. COPS FY2011 Hiring Program (CHP) - Interim Police Chief Eklund said he received notification of eligibility to submit an application for the COPS FY2011 Hiring Program (CHP). Part One of the application must be submitted as soon as possible for validation by the COPS Office. Once all the data has been validated, Part Two must be completed and submitted by May 2, 2011. Based of staffing levels, the City may apply for only one Commissioned Officer position. The funding will provide salary and benefits at entry-level rates for three years, with any additional costs being the responsibility of the City. The City is required to retain the position awarded for at least 12 months following the conclusion of the 36 months of grant funding. DH Eklund requested the Commission approve the CHP Grant Application and authorize the Mayor, Interim Chief Eklund and Confidential Assistant Hupp to sign the required documents.

Commissioner Byrne moved to approve the COPS FY2011 Grant and authorize the Mayor to sign; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

3. Basin 5 Materials Testing Service – City Engineer Michael reported that the City of Shelton Engineering Department requires accredited material testing services in order to adequately determine quality construction for the Basin 5 Sewer Rehabilitation Project. City Staff is neither certified, nor have the facilities or equipment to collect samples or perform the necessary tests. Nine proposals wer received from our formal Request For Qualifications (RFQ) process; Mayes Testing Engineers, Inc. was clearly identified as both the highest submission score and having the ability to meet the needs of the City. The contract is structured to not guarantee a minimum level of compensation; however, adequate testing funds are included in the overall approved Basin 5 project construction budget. This budget item is fully covered by the funding secured for the Basin 5 project through Public Works Trust Fund and USDA-RD. CE Michael requested the Commission approve the contract with Mayes Testing Engineers, Inc., authorize the Mayor to sign the contract when returned from contractor and the City Administrator to make necessary budget adjustments.

The Commission concurred to place the Mayes Testing Engineers, Inc. contract for Basin 5 Materials Testing Service on the consent agenda for May 23, 2011, authorizing the Mayor to sign when returned from contractor and the City Administrator to make necessary budget adjustments.

4. Timberland Regional Library Board of Trustees Appointment – Eileen Oberg term to expire December 31, 2012 – Management Assistant Look reported that the Shelton Timberland/William G. Reed Library Board of Trustees currently has one open position resulting from the resignation of Brenda Hirschi whose term expires December 31, 2012. Mayor Tarrant received a letter from Eileen Oberg requesting to fill this vacated position. MA Look read a letter from Library Manager Patty Ayala Ross recommending Eileen Oberg for the position. MA Look requested this be placed under Old Business for next week when Ms. Ross and Ms. Oberg will be in attendance.

The Commission concurred to place the appointment of Eileen Oberg to the Timberland Regional Library Board of Trustees under Old Business for the meeting of April 23, 2011.

5. Road Restoration Engineering Services – K Street & Pioneer Way/Lake Blvd. - Skillings Connolly – Authorize the Mayor to sign and City Administrator to make necessary budget adjustments – Public Works and Community and Economic Development Director Goins and City Engineer Michael reported that the City needs timely and specialized expertise in land surveying, civil engineering and possibly geotechnical evaluation to provide timely and efficient design and construction of City of Shelton projects. Eleven proposals were received from our Request for Qualifications (RFQ) process. Skillings and Connolly was clearly identified as both the highest submission score and having of the ability to meet the needs of the City.

Work includes surveying to re-establish existing City rights-of-ways and topographic surveys to be used in an effort to develop a federal aid plan and profile drawings for the reconstruction and/or rehabilitation efforts for the K Street and Pioneer Way/Lake Blvd. projects; civil engineering design efforts associated with the development of plans and construction documents for Pioneer Way and Lake Blvd.; and engineering and/or survey work on either the K Street Project of the Fairmount Avenue Project which may be added at the City's sole discretion. These are all Federal Aid Projects which will be required to meet appropriate federal and state standards and conditions. The Scope of Work identified Task 1 is survey and related work associated with K Street civil design. All elements of this committed to under Task 1 are expected to encompass the period between April and July 2011. The objective is to complete civil design, bid and award the project, and have roadway construction completed before Labor Day. Contracting for these services will allow important road improvement projects to move forward without incurring the time and expense of adding in-house staff in order to fully develop construction documents. This work has been approved in the 2011 budget. The cost for all scoped work is expected to range from \$250,000 to \$300,000; however, at this time Staff is only authorizing Skillings Connolly to proceed with Task 1 for \$26,000. Staff requested the Commission approve the contract with Skillings and Connolly for road restoration engineering, authorize the Mayor to sign the contact and the City Administrator to make necessary budget adjustments.

Commissioner Pannell moved to approve and authorize the Mayor to sign the contract with Skillings and Connolly for road restoration engineering services and the City Administrator to make necessary budget modifications; Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

Administration Reports

- **Public Works Week** – DH Goins is recognizing the Public Works Crews for all the hard work they do with a potluck luncheon Thursday, May 19, 2011.
- City Administrator O'Leary said he attended the Labor Conference in Yakima three days last week. The latest decisions from the Public Employers Relations Commission and negotiation methodology and tactics were presented.

Public Comment - None


Administrative Final Touches - None

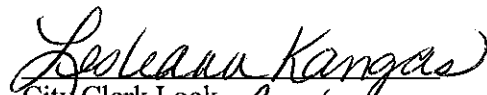
Announcement of Next Meeting

Mayor Tarrant announced the next Commission meeting of Monday, May 23, 2011, 2:00 p.m.

Adjournment

As there was no further business the meeting was adjourned at 7:49 p.m.


Mayor Tarrant


City Clerk Look *Proten*