

CITY OF SHELTON, WASHINGTON – CITY COMMISSION
Study Session Meeting Minutes – July 25, 2011
Shelton Civic Center – 2:00 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Acting City Administrator Cathy Beierle, Vicki Look, Steve Goins, Mike Michael, Jason Dose, Bob Tauscher and Lesleann Kangas

Mayor Tarrant announced an addition to the agenda; Item G will include a Main Sewer Treatment Plant Renovations Update.

Commission Reports

- Shelton Mason County Historic Society – 2nd Quarter Report - Mr. Justin Cowling presented the Second Quarter Report in accordance with their Tourism Grant Contract for 2011. Mr. Cowling reported there were 1,724 visitors who came to the museum in the Second Quarter, 2011. 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 appreciative of the continued support of their organization.

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

- KMAS Candidates Night/Mason County Public Works Facility
- Kiwanis/Pancakes in the Park

Public Comment - None

Consent Agenda

1. Transfer and Banking Fees in the amount of \$20,871.35
2. Manual Warrant numbered 75707 in the amount of \$5,047.79 to Key Bank
3. Manual Warrant numbered 75814 in the amount of \$889.19 to State of Washington
4. Resolution #1023-0711- A Resolution of the City of Shelton, Washington Adopting the Comprehensive Six (6) Year Transportation Improvement Program for the City of Shelton for the Years 2012 through 2017
5. Ordinance No. 1786-0711 – Second Reading – An Ordinance of the City of Shelton, Washington, Enacting a New Chapter 3.64 to the Shelton Municipal Code, Establishing a Brokered Gas Use Tax

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. Department of Ecology Coordinated Prevention Grant – Amendment #2 – Senior Planner Dose said that the Coordinated Prevention Grant (CPG) program is designed to offer Cities and Counties assistance in furthering waste reduction and recycling programs. This grant helps cover tasks including a portion of the recycling coordinators wages, printing costs for curbside brochures, pickup calendars, waste reduction and reuse promotion, and residential compost bin procurement and distribution. In February 2010, the Commission authorized the Mayor to sign the grant agreement with the Department of Ecology (DOE) for the CPG program. Earlier this month, staff received an e-mail which contained amendments to the CPG grant agreement: In August 2010, the Commission authorized the Mayor to sign Amendment #1 to the City's grant agreement, which simply clarified the funding timelines that DOE is required to operate under and words it better in the grant agreement. Amendment #2 increases the funding amount of the grant by \$28,296 to reimburse the City for costs incurred from January 1, 2011, until June 30, 2011. SP Dose requested the Commission place Amendment #2 on the consent agenda August 1, 2011, for approval and authorizes the Mayor to sign two copies.

The Commission concurred to place the Department of Ecology Coordinated Prevention Grant Amendment #2 on the consent agenda for August 1, 2011 and authorize the Mayor to sign two copies.

2. 2011 Budget Modification for the General Fund Fire Department for additional fire suppression service costs – Acting City Administrator/Director of Financial Services Beierle reported that in December 2010 the Commission approved Ordinance No. 1783-0311 that complied with the Washington State Supreme Court Lane vs. Seattle verdict by identifying fire protection costs embedded in the City’s water rates and removing those costs from the rate structure. The General Fund is responsible for these costs and increased the utility tax on the water utility to 11.63 percent to recover the identified fire protection costs, as determined in the rate study. The ordinance also authorizes the increase to the utility tax effective with the July 2011 utility billings and required remittance to the water utility on a monthly basis an amount sufficient to cover the cost of providing fire suppression services. A budget modification is needed to increase the 2011 General Fund Fire Department budget in order to pay the Water Fund for these additional fire protection costs. DH Beierle requested the Commission authorize the City Administrator to make necessary budget adjustments and place on the consent agenda for August 1, 2011.

The Commission concurred to authorize the City Administrator to make necessary budget adjustments for the General Fund Fire Department and place on the consent agenda for August 1, 2011.

Administration Report

- K Street Project update – Public Works and Community and Economic Development Director Goins wanted to provide a real time update on K Street. Staff internally completed the project design and submitted it to local programs for review. Last month staff processed a State Transportation Improvement Program (STIP) amendment for the project to be added to local programs indicating it was being funded. That STIP change was put on hold due to other jurisdictions STIP amendments that were not well understood by the board. Last week the board did act and the STIP has been updated. DH Goins said we are already past the point of completing this project before Labor Day. The City has a plan in place with the School District to accommodate their needs. If we can not see some progress from local and federal programs for the review and concurrence to allow short bidding process by the end of this week we will have to delay the project. The main concern would be to have roads torn up with the weather changing and school beginning leaving the project half completed. City Engineer Michael said that K Street is in better condition than some previous roads that have been worked on and might survive another winter even in its deteriorating condition.
- Candidates Forum 8/1/11 3:30 p.m. – Acting City Administrator/Director of Financial Services Beierle reminded everyone there will be a Candidates Forum August 1, 2011, beginning at 3:30 p.m. at the Shelton Civic Center. It is estimated to last approximately one hour.
- Main Sewer Treatment Plant Renovations Update – Public Works and Community and Economic Development Director Goins reported that earlier this morning a process was commenced to cut over the effluent flow to some of the new facilities at the plant. DH Goins introduced Mr. Bob Tauscher who explained the new train of components the contractor has built that includes the new headworks, new aeration and oxidation tanks, clarifier and UV effluent disinfecting basin. This train is in operation. They did fill tanks to half full to change pipes, some pumps and install flow meters. The process is going well. This mean there is no flow going to the control building anymore. They will be able to dismantle the old equipment. The lab is still in operation until the new lab is built and completed. City Engineer Michael said the parameters under the permit is exactly the same has they have been so testing will be the same as previously done.

Mayor Tarrant asked where the slack tide component fit into this. Mr. Tauscher replied that it goes to the disinfecting at the UV and if the tide is out it will fill up the slack tide tank until the tide comes in and the valve opens automatically and discharges out of the tank.

Public Comment

Mayor Tarrant recognized Mr. Conley Watson who asked Mr. Bob Tauscher if there is a generator for backup in case of power failure regarding the diversion just completed at the Wastewater Treatment Plant, Mr. Tauscher answered yes, a large one.

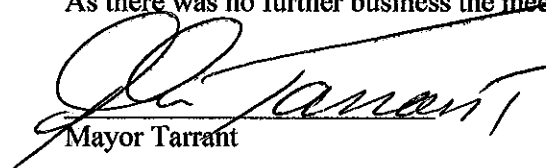
Administrative Touches – None


Announcement of Next Meeting

Mayor Tarrant announced the next Commission meeting of Monday, August 1, 2011, 6:00 p.m.

Adjournment

As there was no further business the meeting was adjourned at 2:44 p.m.


Mayor Tarrant


City Clerk Look