CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – October 22, 2012
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Dennis McDonald, Jerry Hauth, Mark Ziegler and Lesleann Kangas

Mayor Cronce opened the meeting at 2:00 p.m.

Commission Reports

• Shelton Mason County Historic Society – Third Quarter Report – Executive Director Mr. Justin Cowling presented the Third Quarter Report in accordance with their Tourism Grant Contract for 2012. Mr. Cowling said their website is up and running is being used to advertise events and the sale of books. He 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:
• Donnie J O’Neill Orthopedic Guild Luncheon
• Mason County Board of Health Meeting

General Public Comment - None

Consent Agenda

1. Angleside Booster Pump Design – Murray, Smith & Associates Contract – Authorize the Mayor to sign when returned from contractor

Commissioner Olsen 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. Shelton Wastewater Treatment System Rehabilitation Construction Project – Amendment #2 to InterGovernmental Agreement #17 – Regional Projects Manager McDonald said the City is progressing through the Shelton Area Regional Water and Wastewater Projects with the expansion and upgrade construction on the wastewater treatment plant and Front Street Pump Station. The Washington Department of Corrections and State Patrol (Partners) continue to partner with the City in these projects. Amendment #2 to Intergovernmental Agreement (IGA) number 17 extends the Partners’ contract to June 30, 2013. RMP McDonald requested the Commission authorize the Mayor to sign Amendment #2 to InterGovernmental Agreement #17 when the Partners have completed their signing process by placing on the consent agenda for October 29, 2012.

The Commission concurred to place the Shelton Wastewater Treatment System Rehabilitation Construction Project Amendment #2 to Intergovernmental Agreement #17 on the consent agenda for October 29, 2012, authorizing the Mayor to sign when the Partners have completed their signing process.

2. Basin 3 Sewer Rehabilitation Project Construction – FY2014 Ecology State Revolving Fund Loan Application – Regional Projects Manager McDonald reported that staff is preparing this Ecology Centennial/State Revolving Fund (SRF) application for money to combine with United States Department of Agriculture – Rural Development (USDA-RD) funds for the sewer rehabilitation construction of Basin 3. Basin 3 will be the fourth basin addressed by the City to resolve Inflow/Infiltration (I/I) issues in the sewer system. Basin’s 1 and 2 are complete and construction on Basin 5 in nearly complete. The City is making recognized progress in addressing Washington Department of Ecology’s Administrative Order to resolve I/I issues in the City’s sewer collection system. USDA-RD will provide money for Basin 5 construction funding
to be applied towards Basin 3. This funding application to Ecology is requesting money to complete the required construction funding package. RPM McDonald requested this be placed under Old Business for October 29, 2012, at which time he will bring back the dollar amounts being requested.


3. Ordinance No. 1812-1012 — First Reading - An Ordinance of the City of Shelton, Washington, Correcting a Typographical Error within Ordinance No. 1795-1211 Vacating an Alley in Block 2, Cyphert’s Addition

Public Works and Community and Economic Development Director Goins said that in December 2011, the Commission accepted sewer infrastructure and signed Ordinance No. 1795-1211 vacating a Public Right-of-Way as requested by Tozier’s regarding the alley located between Harvard Avenue and Mill Street near their store. At the beginning of this month, Mason County Assessor’s Office notified City staff that a clerical error had been made in the legal description. City Attorney Haggard said a new Ordinance and Recording is required to make the necessary correction, which is what is being presented in Ordinance No. 1812-1012. DH Goins requested a First Reading of Ordinance No. 1812-1012 and place the Second Reading on the consent agenda for October 29, 2012.

Mayor Cronce requested a First Reading of Ordinance NO. 1812-1012 as follows:
An Ordinance of the City of Shelton, Washington, Correcting a Typographical Error within Ordinance No. 1795-1211 Vacating an Alley in Block 2, Cyphert’s Addition

The Commission concurred to place the Second Reading of Ordinance No. 1812-1012 on the consent agenda for October 29, 2012.

4. MACECOM Facilities Lease Amendment #3 — Director of Financial Services Beierle reported that the City provides space, utilities, custodial/minor building maintenance, telephone/internet access, IT infrastructure/computer maintenance services and generator/uninterrupted power supply to MACECOM for its operation. MACECOM became a separate entity in 2009, and it was necessary to identify the services being provided by the City and the cost of these services. A facilities lease agreement for the services was developed and executed, effective December 1, 2009 to December 31, 2012, and can be extended by mutual agreement. The base rent increases three percent each year and the additional rates need to be adjusted each year, as allocated in the City’s Indirect Cost Allocation Model and adjusted to the current budget. Amendment #3 to the MACECOM Facilities Lease Agreement, effective January 1, 2012, was accepted by the MACECOM’s Legislative Board at their October 18, 2012 meeting. This amendment includes the new rates for 2012. Rent and additional service rates for 2012 total $47,755. This is a decrease of approximately $12,000 below the 2011 rates, mostly due to a decrease of data processing use. DH Beierle requested Amendment #3 to the MACECOM Facilities Lease Agreement effective January 1, 2012 be placed on the consent agenda for October 29, 2012.

The Commission concurred to place the MACECOM Facilities Lease Amendment #3 on the consent agenda for October 29, 2012.

5. Public Defense Grant Funding — Management Assistant Look said the City submitted a grant application for 2013 to the Washington State Office of Public Defense (OPD) to maintain the current level of the City’s Public Defense Program. As previously reported, the City applied because the primary contracted public defender was managing a caseload that was over twice the Washington State Bar’s suggested caseload of 300-400 cases. After receiving last year’s grant, the City hired a second public defender to share the Municipal Court caseload. With the 2013 funding now offered, we would like to continue Public Defense Services at the level of 2012 through the end of 2013. MA Look requested the Commission place the Public Defense Grant Funding on the consent agenda for October 29, 2012 authorizing the Mayor to sign.

The Commission concurred to place the Public Defense Grant Funding on the consent agenda for October 29, 2012 authorizing the Mayor to sign.
Administration Reports
City Administrator O’Leary reported he was working on the Public Works Director Interview process that will include the Commissioners, Department Heads and Crew Leads.

Public Comment - None

Administrative Final Touches
- RPM McDonald - Intergovernmental Agreement #20
- SP Dose – Solid Waste Containers & budget modification

Announcement of Next Meeting
Mayor Cronce announced a Shelton Metropolitan Park District meeting of October 29, 2012, at 1:45 p.m. and the next regular Commission meeting of Monday, October 29, 2012, at 2:00 p.m.

Adjournment
As there was no further business the meeting was adjourned at 3:00 p.m.

[Signatures]
Mayor Cronce
City Clerk Look