

## CITY OF SHELTON, WASHINGTON – CITY COMMISSION

Study Session Meeting Minutes – October 31, 2011

Shelton Civic Center – 2:00 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

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

Mayor Tarrant called the meeting to order at 2:00 p.m.

### **Commission Reports**

• Shelton Mason County Chamber of Commerce – Recommendation for development incentives – Shelton Mason County Chamber of Commerce Executive Director McCutcheon and Board President Case wrote a letter of recommendations to the City Commission concerning development incentives. Ms. Case attended the meeting and explained the following recommendations:

- Temporary moratorium for signage requirements
- Business & Occupation (B&O) Tax Relief
- Waive Traffic Impact Fees (TIFs) for businesses occupying space in existing buildings in the core area
- Create low rent incubator spaces as an incentive for businesses to locate downtown
- Work in cooperation with the Chamber to provide an outlet to market available spaces and services, provide current demographics, and any other information to parties interested in locating a business in Shelton

Ms. Case said the feeling is that these recommendations will have minimal impact on City revenue, at least in the start up year. In return it would provide start up support for new businesses. There is a group of committee members who are willing to come and discuss these ideas.

**Public Comment** - None

### **Consent Agenda**

1. MACECOM Budget modification – Authorize the 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**

1. Canyon Creek Quality Improvement and Flood Reduction Design Project – Regional Projects Manager McDonald presented this in detail at last weeks meeting. He requested the Commission review the updated application presented today, asked for any clarification needed, and authorize the Mayor to sign on Thursday. This application is due Friday, November 4, 2011. No questions were received from the Commission.

*Commissioner Pannell moved to authorize the Mayor to sign the Canyon Creek Quality Improvement and Flood Reduction Design Project Application, Commissioner Byrne seconded the motion. A vote was taken and the motion passed.*

### **New Business**

1. Civic Center Rotating Art Gallery Artist Recommendation – Parks and Recreation Director Ziegler presented the Shelton Arts Commission recommendation for the next Civic Center Rotating Art Gallery. Artist Ms. Susan Holland responded to the Call for Artists and entered mixed media, oil and wood pieces. DH Ziegler said upon Commission approval, Ms. Holland’s art would be installed by November 11, 2011 with a reception to be held November 17, 2011. DH Ziegler requested the Commission place the Shelton Arts Commission recommendation on the consent agenda for November 7, 2011.

*The Commission concurred to place the Shelton Arts Commission recommendation, Ms. Susan Holland, on the consent agenda for November 7, 2011*

2. Resolution No. 1032-1011 – A Resolution of the City of Shelton, Washington to Sponsor Mason County Emergency Communication’s Request to Join the Association of Washington Cities Employee Benefit Trust – Management Assistant Look reported that MACECOM Legislative Board alerted the City that it is their intention to formally separate from the City support services effective January 1, 2012. MACECOM’s Director Evander requested that the City sponsor MACECOM employees in their efforts to join the Association of Washington Cities (AWC) Employee Benefit Trust. MACECOM can only become a member of the AWC health insurance pool if they are sponsored by an existing member City. While it is a requirement that the City formally endorse this request, AWC has stated that it is their mission is to support Cities and entities that are serving the community. MA Look requested Resolution No. 1032-1011 to be placed on the consent agenda for November 7, 2011.

*The Commission concurred to place Resolution No. 1032-1011 on the consent agenda for November 7, 2011.*

3. Local Agreement Supplement for SR3 Park & Ride Sweepings Pile Removal – City Engineer Michael said that in an on-going effort to continue to move forward the SR3 Park and Ride/Entryway Corridor Project, staff is preparing to remove the street sweeping waste pile from the site. This project was budgeted for 2011 in the Capital Improvement Fund. Staff received word in September that there were issues with the original Local Agreement Supplement #4 issued in June of this year. The issues have been resolved and the Supplement #4 presented today reflects the financial information that Washington State Department of Transportation Headquarters office currently has on record for the project. CE Michael requested the Commission place Local Agency Supplement #4 on the consent agenda for November 7, 2011, authorizing the Mayor to sign.

*The Commission concurred to place Local Agency Supplement #4 on the consent agenda for November 7, 2011, authorizing the Mayor to sign.*

4. 2012 Preliminary Budget & Budget Message – City Administrator O’Leary and Director of Financial Services Beierle presented a power point and hand out of the 2012 Preliminary Budget and Message. The budget presentation included the General, Street, Tourism, Capital Improvement, Water, Sewer, Solid Waste, and Storm Drain, Regional Water & Sewer and Equipment Maintenance & Rental Funds and requests recommended and not recommended from each of these departments. The 2012 Preliminary Budget & Budget Message will be filed with the City Clerk and available at City Hall. Staff requested the Commission set a public hearing for the Preliminary Budget and Revenue Sources for November 7, 2011 and the Public Hearing for the Final Budget for December 5, 2011.

*The Commission concurred to set a public hearing for the 2012 Preliminary Budget and Revenue Sources for November 7, 2011 and a public Hearing for the Final Budget for December 5, 2011.*

**Administration Reports** - None

**Public Comment** - None

**Administrative Touches**

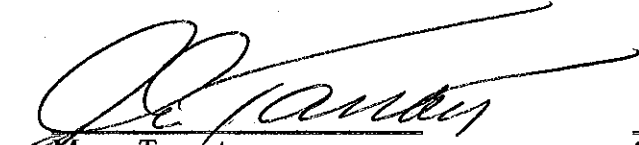
- CE Michael – Railroad Access Agreement

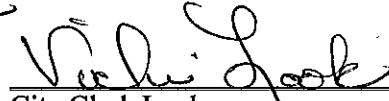
**Announcement of Next Meeting**

Mayor Tarrant announced the next regular Commission meeting of Monday, November 7, 2011, immediately following the Shelton Metropolitan Park District Meeting.

**Adjournment**

As there was no further business the meeting was adjourned at 3:18 p.m.

  
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Mayor Tarrant

  
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City Clerk Look