

**CITY OF SHELTON, WASHINGTON - CITY COMMISSION**

Business Meeting Minutes – November 2, 2009

Shelton Civic Center - 6 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Dave O'Leary, Vicki Look, Steve Goins, Cathy Beierle, Terry Davenport, Shelby Conklin, Mike Michael, Jill Evander and Lesleann Kangas

**Commission Reports**

Mayor Tarrant introduced Chief Davenport and Jill Evander who presented a Letter of Commendation to Carla Fulton, Terminal Agency Coordinator, for her successful work on the Tri-Annual State Patrol ACCESS Audit for MACECOM and Shelton Police Department.

**Public Comment** – None

*Mayor Tarrant opened the Public Hearing at 6:11 p.m.*

**Public Hearing - Ordinance No. 1755-1109 – An Ordinance of the City of Shelton, Washington, Relating to Sewer Service; Amending Shelton Municipal Code Sections 14.28.020 through 14.28.060** – Public Works and Community and Economic Development Director Goins and City Engineer Michael presented this ordinance that updates the Shelton Municipal Code and provides for basic cost of services increase to the current sewer rates for 2010. This six percent increase is necessary to maintain enough revenue within the Sewer Utility to support the ongoing operation and maintenance, debt service payments, and needed Capital projects while maintaining a reasonable fund balance as a cushion for any unforeseen issues. This is intended to be an interim increase to allow the utility to complete a Sewer Comprehensive Plan Update including a detailed Sewer Rate Study and 6-year rate plan. CE Michael is requesting a first reading of the ordinance on November 9, 2009 with a second reading on November 16, 2009.

**Public Testimony**

Mayor Tarrant recognized Ms. Jane Roush who asked if her water and garbage rates in 2010 would go up. Public Works and Community and Economic Development Director Goins said that staff would be looking at water rates but that solid waste rates are not anticipated to rise.

*Commissioner Pannell moved to close the Public Hearing, Commissioner Byrne seconded the motion at 6:28 p.m. A vote was taken and the motion carried.*

*The Commission concurred to place Ordinance 1755-1109 under Old Business for a first reading November 9, 2009.*

**Consent Agenda**

1. Vouchers numbered 71169 through 71271 in the amount of \$557,559.13
2. Manual Warrants numbered:
  - 71152 in the amount of \$657.35 to Key Bank
  - 71166 in the amount of \$5,392.26 to Department of Licensing
3. Commission Meeting Minutes of:
  - Business Meeting of October 19, 2009
  - Study Session of October 26, 2009

*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. **2010 Preliminary Budget** – City Administrator O’Leary and Director of Financial Services Beierle presented the City of Shelton 2010 Preliminary Budget that included a message from CA O’Leary and everything from the City Wide Budget, Employee Costs and all City Funds. A complete copy of the 2010 Preliminary Budget is available at the City Clerks Office.

Mayor Tarrant recognized Mr. Denny Temple who stated that public safety should be a top priority. Mr. Temple strongly opposes the cutting of a police officer position and recommended that the City look elsewhere for cuts.

Mayor Tarrant recognized Ms. Jane Roush who echoed Mr. Temple’s statement and explained the importance of public safety especially to seniors.

*Mayor Tarrant extended the meeting for 20 minutes.*

2. **Timberland Library Contract – Note** – City Administrator O’Leary said that in 2008, the City voters agreed to be annexed into Timberland Regional Library District (TRL). The annexation will become effective January 1, 2010. Until that date, Timberland will continue to provide library services to the City pursuant to a contract. The contract says that the annual payments to Timberland are to be based on property taxes that Timberland would otherwise have collected if the City were part of its taxing district. During 2008, the County Assessor reevaluated real estate in Shelton, raising the total assessed value considerably. Before the reassessment was done, representatives from the City and Timberland estimated that the annual bill would increase as much as \$90,000. As an incentive to consider annexation, Timberland offered to delay collection of this increased cost (plus 3 percent annual interest beginning in 2011) in the years, 2011, 2012, and 2013. The City agreed and the two entities formalized this amendment to their original service agreement. Until Shelton’s reassessments have been collected and Timberland’s tax levy was set (late 2008), payment details could not be determined. Therefore the parties agreed to sign a subsequent agreement (a note) once the specifics could be included. That is the purpose of this action request this evening. At this time the City owes Timberland \$86,691. The first payment is due December 31, 2010, and on the last day of each year for two more years. Including both principle and interest for the three year term, the payments must be \$30,648 for the first two years, and a few cents less in the third year. DH Beierle noted that the amounts could be a little less. This has been included in the City’s 2010 budget. CA O’Leary requested that this be brought back under Old Business for November 9, 2009 to allow time to clarify the numbers.

***The Commission concurred to place the Timberland Library Contract – Note under Old Business for the meeting of November 9, 2009.***

3. **Laurel Street Storm Project – Project & Contract Award** – City Engineer Michael reported that this project was identified in the Storm Water Comprehensive Plan Update completed in 2008. This project will replace and add new storm drainage facilities in a four block section of Laurel Street between “E” and “I” Streets to reduce flooding in this area. This area currently sees significant ponding of water during heavy rain events, particularly at the intersection. This project was approved in the 2009 budget, funded with Stormwater funds. The budget was approved at slightly less than \$45,000. The bid for Kneeland Park Flood Reduction Project was bid significantly under what was budgeted for that project. The current budget for Laurel Street is short between \$40,000 and \$50,000 after all costs including staff and indirect charges, however, the budget for the Kneeland Park Project has an excess of the same based on the bid. CE Michael requested the Commission approve the project award to Rognlin’s Inc., in the amount of \$63,305.60 for all work included in the Small Works quotation request. Additionally, staff requested that the Commission authorize the Mayor to sign the contract when received from contractor and approve the City Administrator to make the necessary budget adjustments and place on the consent agenda for November 9, 2009.

***The Commission concurred to place the Laurel Street Storm Project and Contract Award on the consent agenda for November 9, 2009 authorizing the Mayor to sign and the City Administrator to make necessary budget adjustments.***

**Administration Reports** - None

**Public Comment** - None


**Administrative Final Touches** - None

**Announcement of Next Meeting**

Mayor Tarrant announced the next regular Commission meeting of Monday, November 9, 2009, 6:00 p.m.

**Adjournment**

As there was no further business the meeting was adjourned at 8:15 p.m.

  
Mayor Tarrant

  
City Clerk Look