CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – November 26, 2012
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Dave Eklund, Mike Michael, Dennis McDonald and Lesleann Kangas

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

Commission Reports

One or more Commissioners will attend the following activities this week:
- Mason County Board of Health Meeting
- Sound Learning Uncorked for a Cause Event
- Holiday Magic Downtown Event/Parade

General Public Comment - None

Consent Agenda
1. Manual Warrant numbered 79696 in the amount of $20,709.77 to Department of Revenue
2. Energy Efficiency Grant with the State Department of Commerce – Authorize the Mayor to sign

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. MACECOM Facilities Lease – Director of Financial Services Beierle reported 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 operations. Upon execution of MACECOM’s Governing Agreement on January 1, 2009, MACECOM became a separate entity. At that time it was necessary to identify the services being provided by the City and the cost of these services. A facilities lease agreement for these services was developed and executed, effective December 1, 2009 to December 31, 2012, and can be extended by mutual agreement. MACECOM would like to extend this agreement for an additional term, 2013 through 2015. The renewal lease agreement was approved by the MACECOM’s Legislative Board at their November 15, 2012 meeting. This renewal is for an additional three-year term with all terms and conditions of the lease to remain the same except the rent shall be increased by three percent over the base rent paid in the 2009-2012 term. DH Beierle requested the MACECOM Facilities Lease be placed on the consent agenda for December 3, 2012 for approval.

The Commission concurred to place the MACECOM Facilities Lease on the consent agenda for December 3, 2012, for approval.
2. **Easement Agreement with Washington State Patrol (WSP)** – Regional Projects Manager McDonald said that the City of Shelton, as an agent for the WSP, is constructing the Dayton-Airport Water Expansion Project (DAW). This project will extend a city water main to service the WSP Academy. A looped water main will also be constructed on the Academy property to address fire protection, and on-site service needs. The City requires a Utility Easement to construct, operate and maintain the City-owned water conveyance system on the WSP Academy property. WSP is granting the easement in exchange for water connection. RPM McDonald requested the Commission accept the Utility Easement, authorize the Mayor to sign when returned from WSP and place on the consent agenda for December 3, 2012.

The Commission concurred to place the Utility Easement with Washington State Patrol on the consent agenda for December 3, 2012, authorizing the Mayor to sign when returned from Washington State Patrol.

3. **First Street Paver Project – Transportation Improvement Board Funding Acceptance** – City Engineer Michael said that staff has been working through the Transportation Improvement Board (TIB) process to secure grant funding for various street-related projects for 2013. One particular project that staff has discussed is the First Street Paver Project. This project will include ADA facilities and pavement rehabilitation along First Street between Railroad and Alder. Washington State Department of Transportation (WSDOT) is preparing a similar project along State Route 3 from US 101 through town. Staff applied for a pavement preservation grant earlier this year and received notification last week that the City was successful in securing the requested funds for the First Street Paver Project. This grant requires a 10 percent match, which was requested as part of the 2013 budget process. Staff has been waiting on confirmation of the TIB funding to proceed with final contracting of the design work. CE Michael requested the Commission accept the TIB Grant offer, authorize the Mayor to sign all necessary documents, the City Administrator to make necessary budget modifications and place under Old Business for the meeting of December 3, 2012.

The Commission concurred to place the First Street Paver Project-Transportation Improvement Board Funding Acceptance under Old Business for the meeting of December 3, 2012.

4. **First Street Paver Project** – CE Michael said the framework for this effort is in place and staff has solicited Statements of Qualifications for a consultant team to assist in the preparation of construction documents for the described First Street Project, to be incorporated into the WSDOT project for their administration of the construction from advertisement to completion. Nine Statements of Qualifications were received, eight were deemed responsive and evaluated by staff. Skills and Connelly was selected as the most qualified team for this work. To allow coordination with the WSDOT project, the design work must be completed and delivered to the WSDOT design team by February 1, 2013. The match monies (10 percent) necessary for the work anticipated in 2012, is expected to be less than $3,000 which is available in the Capital Facilities fund. The remaining match monies have been requested in the 2013 budget. CE Michael said that no action is requested at this time and he will present the Professional Services Contract under Old Business at a future meeting.

5. **New Financial System, Permitting/Mapping Software and Web Based Services** – DH Beierle reported that the City’s current financial software is over 25 years old and is in need of replacement. The City is also in need of permitting/mapping software and Web Based Services and Payments. Request for Proposals were received by six software companies. These requests were analyzed and evaluated based on their current ability to provide the products needed by the City along with the best fit and cost. Tyler Technologies has been selected as the company that was able to meet the requirements. The total cost of all modules is $85,660 plus travel expenses, which includes conversion, set up and training fees. There is sufficient budget authority in the 2013 budget to pay for the costs. This software will have an annual maintenance, training and internet service cost of $19,886, which will begin after deployment of each module. DH Beierle requested the Commission authorize the Mayor to sign the contract with Tyler Technologies today.

City Administrator O’Leary said it is not staff’s recommendation to sign with Tyler Technologies today but to bring back under Old Business for the meeting of December 3, 2012.
The Commission concurred to bring the contract with Tyler Technologies for the New Financial System back under Old Business for the meeting of December 3, 2012.

Administration Reports
- **Community Development Block Grant** – RPM McDonald said that he has been contacted by two groups, Mason Transit Authority and Mason County Shelter, interested in the Community Development Block Grant. He will bring information on both to the Commission at the meeting of December 10, 2012 for direction.
- City Administrator O’Leary announced the hiring of the new Public Works Director, Greg Clark.
- CA O’Leary said he will be working on the Work and Strategic Plan to bring to a future meeting.

Public Comment – None

Administrative Final Touches
- Hire Lobbyist to search for funding from the legislature to complete sewer projects.

Announcement of Next Meeting
Mayor Cronce announced the next Shelton Metropolitan Park District Meeting of Monday, December 3, 2012, at 6:00 p.m. with the City Commission meeting to immediately follow.

Adjournment
As there was no further business the meeting was adjourned at 2:40 p.m.

Mayor Cronce

City Clerk Look