

CITY OF SHELTON, WASHINGTON – CITY COMMISSION
Study Session Meeting Minutes – November 28, 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, Mike Michael, Erik Birk and Lesleann Kangas

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

Commission Reports

Commissioner Byrne announced that the City of Shelton has cleared another audit by the State Auditor’s Office without a finding. This marks the 15th consecutive year with no findings. Commissioner Byrne praised the Financial Department for their efforts and City Administrator O’Leary said the auditors were impressed with the City’s efforts to remain sustainable.

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

- First Friday Celebration
- Christmas Parade & Tree Lighting

Public Comment

Mayor Tarrant recognized Mr. Forrest Cooper who thanked the Commission and City Staff for their cooperation and help in his efforts to restore the neon signs in downtown Shelton. Mr. Cooper said a neon sign lightning celebration will be held Wednesday, November 30, 2011 at 6:30 p.m. beginning at Blondies and continuing down Railroad Avenue.

Consent Agenda

1. Manual Warrants numbered:
 - 76468 in the amount of \$5,204.47 to Key Bank
 - 76575 in the amount of \$29,044.46 to Department of Revenue

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. Satellite Water Reclamation Plant – Membrane Plate Purchase – City Engineer Michael reported on the membrane purchase in detail at the meeting of November 21, 2011. There are no changes from the briefing last week so CE Michael is requesting the Commission authorize the purchase of another 2, 000 membrane plates at \$81.50 each. The plant will need about another 1,500 plates to complete the repairs.

Commissioner Pannell moved to authorize the Mayor to sign purchase or purchase orders for the remaining membrane plates for repairs at the Satellite Water Reclamation Plant, Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

New Business

1. City of Shelton Historic Preservation Board Appointment – Justin Cowling – Associate Planner Birk reported that the Shelton Historic Preservation Board (Board) approved the request from Mr. Justin Cowling to be a member of the Board and to bring his request for approval before the Commission. AP Birk said Mr. Cowling has assisted and supported the Board on numerous occasions compiling information for application of residential homes onto the local historic register, providing in-sight, views of historic events and family lineage. Mr. Cowling has a great ability to acquire knowledge of Shelton’s history. Staff recommends the City Commission approve and the Mayor appoint Mr. Justin Cowling to the Shelton Historic Preservation Board for a three-year term expiring 2014.

Commissioner Pannell moved to appoint Mr. Justin Cowling to the Shelton Historic Preservation Board for a three-year term expiring 2014; Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

2. Resolution #1034-1211 – A Resolution of the City of Shelton, Washington, Declaring the Purchase of Wilo Pump Model #TR 60-2-32-4/8V, to be Clearly and Legitimately Limited to a Sole Source, and Waiving Competitive Bidding Requirements for such a Purchase – Public Works and Community and Economic Development Director Goins said the Satellite Water Reclamation Plant (WRP) was completed in summer 2010. The project, as specified and delivered, did not include a number of spare parts and equipment. This was done intentionally to minimize costs. Staff is requesting to purchase an additional submersible mixer, as presently operations would be affected in the event a mixer failure occurs until either a replacement can be delivered or the broken mixer pump can be repaired. In addition, the spare mixer pump can be rotated into use and extend the life of all like mixer pumps. As the City has already made a significant investment in this particular make and model of mixer pumps at the WRP, staff believes that purchase from the same pump manufacturer as a Sole Source purchase is legitimate and in the best interest of the City. DH Goins requested Resolution #1034-1211 and the Vendor Award Form be placed on the consent agenda for December 5, 2011 and authorize the Mayor to sign the purchase order.

The Commission concurred to place Resolution #1034-1211 and the Vendor Award Form be placed on the consent agenda for December 5, 2011 and authorize the Mayor to sign the purchase order.

3. Street, Storm, EM&R funds budget modification – DH Goins reported that three funds need budget modifications to the 2011 finalized City Budget. The first is the Equipment Maintenance & Rental (EM&R) Fund which exceeded the general operations budget. A budget increase of \$39,000 would be needed to cover projected fuel costs. The second is the Stormwater Utility Fund which commenced capital improvements not identified in the 2011 Capital Budget. The 2011 Capital Expenditure Budget did not include improvements associated with Canyon Creek Water Quality Improvement and Flood Reduction Design Project. The request is to include this project and budget for associated costs up to \$5,000. The third is the Street Fund to include funding and construction of capital improvements not identified in the 2011 Capital Budget. The approved 2011 overlay project funded by Real Estate Excise Tax (REET), referred to as the chip seal program, did not include the King Street overlay project in the adopted budget. Including the King Street overlay resulted in the program exceeding the available REET funding by \$3,852.82. The Wallace Kneeland Blvd. project was expected to be completed in 2010, so this project was not included in the 2011 budget. The project extended into 2011, and expenses are estimated to reach \$45,000. Of this total, \$29,044.47 is General Contractor retainage and roughly \$11,000 will be reimbursed by Local Programs. Finally, the “K” Street project was not included in the 2011 budget. Expenses associated with project survey, preparing construction drawing, and completing the bid process is projected to be \$41,980. As design costs are not eligible for Local Programs reimbursement on this project, most of this amount is a Street Fund expense. The 2012 Preliminary Budget anticipates a portion of these expenses, and if adopted would result in an estimated Street Fund balance of \$105,909 moving into the General Fund. DH Goins requested the Commission approve to amend the 2011 budget to include the described projects, and place this on the consent agenda for December 5, 2011 authorizing the City Administrator to make necessary budget adjustments.

The Commission concurred to amend the 2011 budget to include the describe project by placing on the consent agenda for December 5, 2011 authorizing the City Administrator to make necessary budget adjustments.

4. Services Amendment with Thurston County Central Services Department – Services Agreement – DH Goins reported that the Federal Communications Commission (FCC) has mandated that by January 1, 2013, all licensees and users of radio systems operating in the VHF 150-174 MHz and the UHF 450-512 MHz portions of the band spectrum convert to operate in the 12.5 kHz (narrow band) rather than the current wideband 25 kHz channels. The adopted 2011 budget included the purchase of radios to replace the radios that would not meet the conversion requirements. Staff has completed an assessment of all radios utilized and has purchased the radios needed to ensure the City can be in compliance with the FCC mandate. Due to technical work required to install, repair, and/or reprogram these radios,

staff is requesting to enter into an agreement with Thurston County to take advantage of their expertise for the installation and servicing of this equipment. This agreement would extend to the end of 2012, to help insure all the new and retained radios have been installed, programmed and are working properly. The City would only pay for services provided. DH Goins requested the Commission place the Services Agreement with Thurston County Central Services Department on the consent agenda for December 5, 2011 and authorize the Mayor to sign.

The Commission concurred to place the Services Agreement with Thurston County Central Services Department on the consent agenda for December 5, 2011 and authorize the Mayor to sign.

Administration Reports - None

Public Comment - None

Administrative Touches


CE Michael – Tozier’s Right of Way Vacation and Infrastructure Acceptance

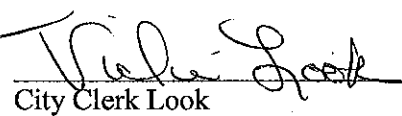
Announcement of Next Meeting

Mayor Tarrant announced the next regular Commission meeting of Monday, December 5, 2011, immediately following the Shelton Metropolitan Park District Meeting at 6:00 p.m.

Adjournment

As there was no further business the meeting was adjourned at 2:45 p.m.


Mayor Tarrant


City Clerk Look