

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

Business Meeting Minutes – December 7, 2009

Shelton Civic Center - 6 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

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

**Commission Reports**

Commissioner Pannell read and presented a letter from District Manager of Mason County Garbage, Rik Frederickson, who thanked City Staff for the excellent relationship working with Tracy Farrell and to Jason Dose and Mike McLean for a smooth transition after Tracy's departure. Mr. Frederickson is looking forward to working with Mr. Dose on recycling.

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

- Mason County Transit Authority Board Meeting
- Economic Development Council Meeting
- Special Commission Meeting
- Community Action Council Meeting
- Quarterly Regional Task Force Meeting
- Chamber After Hours

**Public Comment** – None

*Mayor Tarrant opened the Public Hearing at 6:07 p.m.*

City Attorney Haggard polled the Commission as to whether any member of the Commission has decided to pass the budget prior to public testimony. All stated no.

**Public Hearing - 2010 Final Budget** – City Administrator O'Leary and Director of Financial Services Beierle presented handouts on the 2010 Final Budget which are available at City Hall. Mr. O'Leary said staff is continually looking for savings to close the gap of \$350,000. DH Beierle said there are two changes from the Preliminary Budget, those changes are in the General and Sewer Funds. This budget still proposes the elimination of four positions including one police officer. DH Beierle said a Draft Ordinance on the 2010 Budget would be brought forward at the December 14, 2009 meeting.

**Public Testimony**

Mayor Tarrant recognized Mr. Denny Temple who stated his passion is public safety. Mr. Temple requested that staff look elsewhere to make cuts instead of a Police Officer. He said that protection for citizens should be top priority.

Mr. Temple asked City Administrator O'Leary why he could not freeze City Employee Wages like the State does. Mr. O'Leary explained that there are different rules for Cities than the State. Mr. Temple suggested employees not take raises in these trying times.

Mayor Tarrant recognized Ms. Jane Roush who suggested that in the future citizens be involved from the beginning with the Finance Committee to make budget decisions. Ms. Roush said that instead of putting \$60,000 in the contingency fund, save a Police Officer. Mr. Temple echoed this request.

***Commissioner Pannell moved to close the Public Hearing, Commissioner Byrne seconded the motion at 6:58 p.m. A vote was taken and the motion carried.***

**Consent Agenda**

1. Vouchers numbered 71400 through 71486 in the amount of \$752,069.02
2. Manual Warrant numbered:

- 71398 in the amount of \$4,576.42 to Key Bank
3. Commission Meeting Minutes of:
- Business Meeting of November 9, 2009
  - Business Meeting of November 16, 2009
  - Study Session of November 23, 2009
  - Study Session of November 30, 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**

1. Wastewater Treatment System Rehabilitation Project - Parcel Combination of Simpson/Green Diamond Property DCP #05-09 – Regional Projects Manager McDonald presented this parcel combination in detail at the meeting of November 30, 2009. Some questions arose concerning the process. To facilitate the construction of the Wastewater Treatment Plant McDonald explained a vacation of Fairmount Avenue was the first step; the next step is this combining of the two parcels recently purchased from Simpson Timber Company and Green Diamond and the final step will be to establish a boundary line adjustment.

### **New Business**

1. 2010 Work Plan and 2010 Strategic Plan – City Administrator O’Leary reported that the City’s Strategic Plan was originally approved in 2007. Changes are allowed and most changes are to postpone dates of goals due to our poor financial situation. Also, the term of the plan was extended from 5 years to 6 years ending in 2011 to ending in 2012. The Work Plan is a set of projects that each department proposes to accomplish during each year. Many are mandated and others are implantation of our Strategic Plan. All Work Plan projects can be accomplished within the pending 2010 Budget unless otherwise noted. CA O’Leary requested the Commission approve the updates to the Strategic Plan and Work Plan concurrent with the 2010 Budget.

*The Commission concurred to approve the 2010 Work Plan and 2010 Strategic Plan concurrent with the 2010 Final Budget.*

2. Wastewater Treatment System Rehabilitation Project, Shelton Wastewater Treatment Plant and Front Street Pump Station Improvements - Project Award & Contract – City Engineer Michael said the City received 12 bids for this project. The low responsible bidder was Stellar J Corporation of Woodland, Washington. Their bid was \$20,088,673.01 for the project that was estimated to be just over \$29 million. CE Michael requested the Commission approve and authorize the Mayor to sign the contract when received from Stellar J Corporation and place on the consent agenda for November 14, 2009.

*The Commission concurred to award and authorizes the Mayor to sign the contract when received from Stellar J Corporation and place on the consent agenda for December 14, 2009.*

3. Shelton Wastewater Treatment System Rehabilitation Construction Project - Intergovernmental Agreement #17 – Regional Projects Manager McDonald reported that the City of Shelton is progressing through the Shelton Area Regional Water and Wastewater Projects with the expansion and upgrade construction on the Wastewater Treatment Plant and the Front Street Pump Station. The Washington State Correction Center and the Washington State Patrol continue to partner with the City in these projects. Intergovernmental Agreement #17 defines the Partner’s commitment to their shares. McDonald requested that the Commission authorize the Mayor to sign when returned with signatures from the Partners, which could be two to six weeks.

Mayor Tarrant said that the total McDonald presented and the total Michael presented were not the same. McDonald said he would revise the totals and bring back at a future meeting.

**Administration Reports** – Continued work on the Budget

**Public Comment** - None

**Administrative Final Touches**

- DH Beierle – MACECOM Facilities Lease Agreement
- RPM McDonald – PUD Power Pole Easement
- RPM McDonald – Wastewater Treatment Plant Boundary Line Adjustment
- RPM McDonald – Move Sediment Sampling Brief to 12/21/09
- RPM McDonald – Move Forest Management Plan Brief to 12/21/09


**Executive Session** – The Commission recessed to Executive Session to discuss the performance of a public employee for twenty minutes with no action to follow.

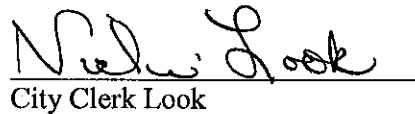
**Announcement of Next Meeting**

Mayor Tarrant announced the next regular Commission meeting of Monday, December 14, 2009, 2:00 p.m.

**Adjournment**

As there was no further business the meeting was adjourned at 7:35 p.m.

  
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Mayor Tarrant

  
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City Clerk Look

**MASON COUNTY  
GARBAGE & RECYCLING**



P.O. Box 787 • 81 East Wilburs Way  
Shelton, Washington 98584-0787  
(360) 426-8729 • FAX (360) 427-0319  
Belfair (360) 275-4590  
[www.masoncountygARBAGE.com](http://www.masoncountygARBAGE.com)

November 24, 2009

Commissioner Dawn Pannell  
City of Shelton  
525 W. Cota St.  
Shelton, WA. 98584

Dear Commissioner Pannell,

I wanted to write a quick note to express our thanks to you and the City staff, for the excellent relationship that we enjoyed working with Tracy Farrell the past several years. She will be missed, as I am sure you are very aware.

Jason Dose and I have met a couple of times to discuss the recycling service and I feel that he very capable and excited about recycling. My thanks go to Jason and Mike McLean for a smooth transition after Tracy's departure. I believe that we will continue to form a strong public and private partnership moving forward.

Sincerely,

Rik Fredrickson  
District Manager

Cc: Dave O'Leary  
Steve Goins



WASHINGTON  
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RECYCLING  
ASSOCIATION  
MEMBER



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