

CITY OF SHELTON, WASHINGTON – CITY COMMISSION

Study Session Meeting Minutes – December 12, 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

- **Golden Attitude Award – Forrest Cooper** – Mayor Tarrant read and presented the Golden Attitude Award to Mr. Cooper for his vision in the development and implementation of the neon light project in the City of Shelton downtown corridor.
- **SOCK-RAPSody Ride Event** – Mr. Robert Bottman said that RAPSody stands for Ride Around Puget Sound which is a bike ride sponsored by the Bicycle Alliance of Washington covering about 150 miles. Shelton is the halfway point where SOCK provides the riders with dinner and breakfast at the high school. They also provide luggage transport. The Hotel/Motel Tax funds provide for directional and welcoming signage and an indoor banner for the participants. Mr. Bottman presented a lodging count for the event and thanked the Hotel/Motel Tax Commission for their continued support.

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

- Mason Transit Authority Board Meeting
- Regional Task Force Meeting
- Community Center Meeting
- MACECOM Legislative and Governing Board Meeting

Public Comment - None

Consent Agenda

1. Commission Meeting Minutes of November 21, 2011

Commissioner Byrne moved to approve the consent agenda as read, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

Mayor Tarrant announced the addition of the Satellite Water Reclamation Plant – Membrane Plate Purchase to Old Business for further clarification.

Old Business

1. **Satellite Water Reclamation Plant – Membrane Plate Purchase** – Public Works (PW) and Community and Economic Development (CED) Director Goins said that at the last briefing it was presented that the City received a partial settlement of \$250,000 from insurance that allowed the retainage to be released that was held from the contractor. At that time, there was discussion about purchasing additional membrane plates for repairs at the Satellite Water Reclamation Plant. DH Goins said there is value in making a single purchase instead of multiple purchases, and Ovivo, the supplier of the plates, has provided a better offer than previously reported. The insurance money of \$250,000 will not cover the entire order of 3,500 plates needed for the complete repair. City Engineer Michael said that with the revised price from Ovivo, the City can purchase 3,500 plates for approximately \$290,000. CE Michael met with Finance Director Beierle and determined that the Satellite operations reserves and sewer reserves has the money to cover the balance needed to place the order for 3500 membrane plates. DH Goins said it is the best interest

of the City to order these at the newly offered price and requested direction from the Commission. The sooner the repairs are completed the sooner the City can have a dollar amount to give to the insurance company.

Commissioner Pannell moved to authorize the Mayor to sign a purchase order for 3,500 membrane plates from Ovivo, and to fund it with necessary dollars from the satellite and sewer; Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

New Business

1. Ordinance No.1796-1211- First and Final Reading - An Ordinance of the City of Shelton, Washington, Adopting the Budget for the Year Ending December 31, 2012 – City Administrator O’Leary said the budget is the same as presented at previous meetings. CA O’Leary requested a first and final reading of Ordinance No. 1796-1211 approving the 2012 Budget.

Mayor Tarrant requested a First and Final Reading of Ordinance No. 1796 -1211 as follows:

An Ordinance of the City of Shelton, Washington, Adopting the Budget for the Year Ending December 31, 2012

Commissioner Byrne moved to approve Ordinance No. 1796-1211, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

2. 2012 Work Plan and 2012 Strategic Plan Amendments – CA O’Leary reported that the City’s Strategic Plan was originally approved in 2007, and was to cover a five year period. In 2010, the Commission extended the plan for an additional year. Changes are allowed as long as the changes are initiated in a City Commission retreat. Proposed changes were submitted at a retreat held October 6, 2011. There are 31 projects included in the current version of the Plan. Of these, 19 are officially “done.” Seven are “on track” for completion before the end of 2012. This leaves five projects, one is the updating the Development Standards programmed for funding in the 2012 budget. Financial limitations are generally the reason these remaining four projects are unlikely to be completed in the planning period. The Work Plan is produced each year, and is a set of projects that each department proposes to accomplish during the year. A number of these projects are state mandated; others are an implementation of our Strategic Plan. The Work Plan notes which ones are driven by other policy processes. Unless further decision is driven by City policy, departments will proceed toward accomplishment of their Work Plan goals without further Commission action. CA O’Leary requested the 2012 Strategic and Work Plan be placed on the consent agenda for December 19, 2011.

The Commission concurred to place the 2012 Strategic and Work Plan on the consent agenda for December 19, 2011.

3. 2011 Budget Extension for the Street Fund – Ordinance No. 1798-1211 – First Reading - Director of Financial Services Beierle reported that on December 5, 2011, a budget modification was approved by the City Commission to include three capital projects in the Street Fund, the King Street overlay project, the Wallace Kneeland Blvd. project, and the K Street project. Additionally, the Street Fund is scheduled to be closed in the General Fund at year-end. It is necessary to extend the 2011 Budget for the Street Fund to provide sufficient expenditure authority for all approved capital projects as well as the transfer of the Street Fund ending cash balance to the General Fund. The Street Fund had a higher than anticipated 2011 beginning fund balance, an additional \$54,477, and received \$74,074 of unanticipated revenue from the sale of property this year. Capital project costs are expected to be supported by \$56,255 of unanticipated grant revenues, and the Motor Vehicle Fuel Tax and various minor revenues are expected to exceed projections by \$13,194. DH Beierle requested a first reading of Ordinance No. 1798-1211 with a second reading and adoption on December 19, 2011.

Mayor Tarrant requested a first reading of Ordinance No. 1798-1211 as follows:

An Ordinance of the City of Shelton, Washington Extending the 2011 Budget for the Street Fund, By Providing Additional Revenues and Expenditures that could not have been foreseen when the 2011 Budget for the City was Adopted.

The Commission concurred to place Ordinance No. 1798-1211 on the consent agenda for a second reading and approval for December 19, 2011.

4. 2011 Budget Modification Water Fund & Storm Drainage Fund – DH Beierle reported that the 2011 Water Fund budget includes one project that is expected to be partially completed and continued into 2012, the Angleside Reservoir Pump Station, and two projects that have been delayed, the Well #3 Pump Replacement and the Upper Mt. View Pressure Zone. Part of the Water Fund's 2011 indirect cost allocation fees were allocated in the budget, to these projects. Since these projects are delayed, the indirect cost allocation fees allocated to these projects are expected to be expended in the operations & maintenance portion of this fund rather than in the capital section. Consequently the unused part of the budget allocated to these capital projects needs to be returned to operations in order to support the payment of these expenses. The Storm Drainage Fund budget includes one capital improvement project that is expected to be partially completed and continued into 2012, the K Street Stormwater Upgrades, and three projects that have been delayed, the Ravenna Trail Stormwater Upgrade, The Lake Blvd. Stormwater Upgrade, and the Fairmount Stormwater Improvement. Part of the Storm Drainage Fund's 2011 salaries, benefits, equipment rental fees and indirect cost allocation fees were allocated in the budget, to these projects. Since these projects are delayed, crew time and associated costs will be expended in the operations & maintenance portion of this fund rather than in the capital section. Consequently the unused part of the budget allocated to these capital projects needs to be returned to operations in order to support the payment of these expenses. A budget modification is needed to move a total of \$180,909 in the Water Fund and \$88,680 in the Storm Drainage Fund from these projects to operations. The transfers of budget authority are only necessary to comply with City Policy #300-12, which requires that both operating and capital expenditures be within the budget authority for that portion, operating or capital. DH Beierle requested the Commission place the 2011 Budget Modification Water & Storm Drainage Fund on the consent agenda for December 19, 2011 and authorize the City Administrator to make necessary budget adjustments.

The Commission concurred to place the 2011 Budget Modification Water & Storm Drainage Fund on the consent agenda for December 19, 2011 and authorize the City Administrator to make necessary budget adjustments.

5. Ordinance No.1797-1211 – An Ordinance of the City of Shelton, Washington, Amending Shelton Municipal Code Section 17.08.034 Relating to Abatement of Unfit Dwellings, and Section 2.36.110 Relating to Powers of the Hearings Examiner – DH Director Goins reported that this Ordinance will establish a streamlined, proactive process to deal with derelict structures in the City of Shelton. Historically, when faced with an unfit dwelling or nuisance building, staff has utilized the courts to secure a Warrant of Abatement, after issuing several notices and threatening letters. In the majority of these cases, the owner is uncooperative and the process of resolution is costly. These cases can take over twelve months to resolve and involve legal council. As proposed, the City may choose to proceed with abatement after a much shorter and less costly process. After the CED Director makes the findings that a dwelling is unfit, the owner is served with a complaint which is also posted on the property. The complaint notifies the owner that a hearing will be held before the hearings examiner between ten and 30 days of the notice. The hearings examiner conducts a hearing to determine if the criteria have been met. If so, hearings examiner issues an order that makes finings, orders the property owner directives for resolution, and gives them a set amount of time to accomplish the cited directives. The order states that if the owner does not comply, the City will be authorized to enter the property to abate the nuisance. The owner has 30 days to appeal to the City Commission. If the owner does not appeal, staff would then record the order against the property. If the owner does not comply with the order, the City would have the authority to enter the property and abate. When the abatement is finished, the County Auditor would be sent a certification of costs, and collects the costs along with the taxes. Adoption of these regulations would establish a very straightforward procedure to respond to nuisance structures that are easier than going to superior court for a Warrant of Abatement. However, in certain cases that City may still elect to secure a court-issued Warrant.

The Commission concurred to place Ordinance No.1797-1211 under Old Business for the meeting of December 19, 2011 to allow for further review time.

6. Mason County Garbage Contract Amendment – Senior Planner Dose explained that the City’s contract with Mason County Garbage and Recycling Inc. (Mason County Garbage) expires December 31, 2011. Staff has spoken with Mason County Garbage representatives and has opted for a one final year extension to the contract as allowed in section three of the original agreement. This does not negate any of the provisions in the original contract and the rates will be billed per the original contract. SP Dose requested the Mason County Garbage Contract Amendment be placed on the consent agenda for December 19, 2011 and authorize the Mayor to sign.

The Commission concurred to place the Mason County Garbage Contract Amendment on the consent agenda for December 19, 2011 authorizing the Mayor to sign.

7. Ordinance No. 1795-1211 – First Reading - An Ordinance of the City of Shelton, Washington, Vacating an Alley in Block 2, Cyphert’s Addition – CE Michael said this vacation request from Arthur and Evan Tozier came to the City in August of 2005. They asked that a portion of the alley between Harvard and Mill Street be vacated to allow for an expansion they were doing. Staff reviewed the request and recommended to the Commission the vacation be conditioned on the relocation of the City’s existing sewer main from the alley. November 7, 2005, the Commission convened a Public Hearing to receive comments regarding this vacation. Following the hearing the Commission acted to accept staff’s recommendation and approved the vacation with the condition, instructing staff to return with the “Vacation Ordinance” when the sewer main relocation was completed to City Standards. In July 2008, Civil Improvement Plans were completed and approved for construction and was completed in 2009. Since that time, staff has been working with the proponent to complete all documentation required to finalize the acceptance of the infrastructure and to complete the vacation process. CE Michael presented the Infrastructure Acceptance Form for the sewer main replacement and the final “Vacation Ordinance” as directed in November 2005. Staff recommends the Commission hold a first reading of Ordinance No. 1795-1211 and place both Ordinance No. 1795-1211 and the Infrastructure Acceptance Form on the consent agenda for December 19, 2011 for approval.

Mayor Tarrant requested a first reading of Ordinance No. 1795-1211 as follows:

An Ordinance of the City of Shelton, Washington, Vacating an Alley in Block 2, Cyphert’s Addition

The Commission concurred to place Ordinance No. 1795-1211 and the Infrastructure Acceptance Form on the consent agenda for approval on December 19, 2011.

Administration Reports

- Downtown Wastewater Treatment Plant – Public Works Staff presented a video on the outfall process at Oakland Bay. Staff invited all to a site tour of the Plant immediately following this meeting.
- CA O’Leary said he would be attending the Regional Economic Development Council Meeting Wednesday.

Public Comment - None

Administrative Touches

- MA Look – Police Guild Wage Opener

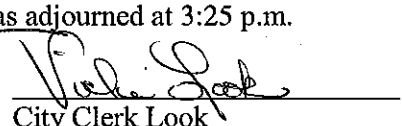
Announcement of Next Meeting

Mayor Tarrant announced a Special Commission Meeting of December 13, 2011 at 1:30 p.m. and the next regular Commission meeting of Monday, December 19, 2011, at 6:00 p.m.

Adjournment

As there was no further business the meeting was adjourned at 3:25 p.m.


Mayor Tarrant


City Clerk Look