

CITY OF SHELTON, WASHINGTON – CITY COMMISSION

Study Session Meeting Minutes – December 14, 2009

Shelton Civic Center – 2:00 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Steve Goins, Terry Davenport, Shelby Conklin, Mark Ziegler and Lesleann Kangas

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

Mayor Tarrant announced a Closed Session would be added to the end of New Business and items #1 and #2 under Old Business will follow the Closed Session.

Commission Reports

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

- Law Enforcement Officers and Fire Fighters Board Meeting (LEOFF)
- Chamber of Commerce Board Meeting
- Criminal Justice Meeting
- MACECOM Legislative and Governing Board Meeting
- Past Commissioners Breakfast - Mason General Hospital
- Regional Water and Wastewater Finance Meeting

Public Comment – None

Consent Agenda

1. Payroll Warrants numbered 60673 through 60734 and 60737 through 60884 in the amount of \$662,496.50
2. Wastewater Treatment System Rehabilitation Project – Shelton Wastewater Treatment Plant and Front Street Pump Station Improvements – Project Award & Contract to Stellar J Corporation – Authorize the Mayor to sign and execute when received concurrence from USDA-RD State Engineer and signed from contractor

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

3. Resolution # 990-1109 – A Resolution of the City of Shelton, Washington Establishing a Non-Discrimination in Community Athletic Programs Policy for the City of Shelton and Third Party Organizations Using City of Shelton Parks and Recreation Facilities – Parks and Recreation Supervisor Ziegler presented this resolution in detail at the November 30, 2009 meeting. Questions arose concerning who would have the authority to make changes in the policy. Mr. Ziegler said the policy has been updated to allow for the City Administrator to approve revisions in the event of changes in the law or the City’s regular evaluation of the policy. Staff requested that the Commission place Resolution #990-1109 on the consent agenda for December 21, 2009.

The Commission concurred to place Resolution #990-1109 on the consent agenda for December 21, 2009.

4. Interlocal Correction/Detention Agreement between the City of Shelton and the City of Wapato – Municipal Court Administrator Conklin reported in detail this Interlocal Correction/Detention Agreement between the City of Shelton and the City of Wapato for the incarceration of City of Shelton inmates at the meeting of November 30, 2009. At that time the Commission selected the option of \$50 per day with a guarantee of one person per day for the year. This ILA reflects that change in the agreement for 2010. Ms. Conklin requested that the Commission approve the Interlocal Correction/Detention Agreement between the City of Shelton and the City of Wapato and authorize the Mayor to sign.

Commissioner Byrne moved to approve the Interlocal Correction/Detention Agreement between the City of Shelton and the City of Wapato and authorize the Mayor to sign, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

New Business

1. City Services for Special Events – Management Assistant Look requested this be moved to the end of New Business to allow time for interested parties to arrive. A letter was sent to them indicating this would not be addressed until 2:30 p.m. *The Commission concurred.*
2. Agreement between City of Shelton and Mason County Medic One for MACECOM to provide dispatching services for 2010 – **This item was removed from the agenda.**
3. Listing Cemetery on the Historic Register – Associate Planner Birk said that the Shelton Cemetery Association submitted an application to the City of Shelton Historic Preservation Board requesting that the Shelton Memorial Park be placed on the City of Shelton Historic Register of Historic Places. The 44-acre cemetery next to Callanan Park was established in the late 1800's and actually includes six separate cemeteries. There are over 11,000 graves and the cemetery is an accumulation of history in one location. Placement on the Historic Register will allow the Cemetery Association grant funding options it currently does not have. The public is encouraged to comment on this at the next Commission meeting of December 21, 2009.

The Commission concurred to place the City of Shelton's Historic Preservation Board request to place the Shelton Memorial Park on the City of Shelton Historic Register under Old Business for the meeting of December 21, 2009.

4. Civic Center Rotating Art Recommendations – Jena Marks, LC Picknell and Timothy Ransom – Parks and Recreation Supervisor Ziegler reported that the Shelton Arts Commission is recommending the latest installation of the Civic Center Rotating Art Gallery project. The recommended artists are Jena Marks, LC Picknell and Timothy Ransom. Upon approval, the art will be displayed beginning on January 4, 2010 with an artist reception scheduled for January 12, 2010. Mr. Ziegler recommended the Commission approve the recommended art and place on the consent agenda for December 21, 2009.

The Commission concurred to place the Shelton Arts Commission recommended art on the consent agenda for December 21, 2009.

5. MACECOM Facilities Lease Agreement – Director of Financial Services Beierle reported that 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 operation. After MACECOM became their own entity January 1, 2009 it was necessary to identify services being provided by the City and the cost of these services. A facilities lease agreement for these services was drafted and discussed with MACECOM. The agreement was accepted by MACECOM's Legislative Board at their December 14, 2009 meeting. The lease shall be effective from December 1, 2009 to December 31, 2012 with a lump sum payment for the first 11 months of this year, and can be extended by mutual agreement. The base rent will increase by 3 percent each year and the additional rates will be adjusted each year to cover increased costs to the City, as allocated in the City's Indirect Cost Allocation Model and adjusted to the current budget year. DH Beierle requested that the Commission approve the facilities lease with MACECOM effective December 1, 2009 to December 31, 2012.

Commissioner Pannell moved to approve the MACECOM Facilities Lease Agreement, Commissioner Byrne seconded the motion. A vote was taken and the motion passed.

1. City Services for Special Events – Management Assistant Look reported that at the meeting of August 10, 2009 the Commission was briefed on the 2009 costs to date related to the additional services staff provides for each event. The

Commission directed staff to meet with applicants who have applied for Hotel/Motel tourism fund dollars and discuss the possibility of upcoming charges. Staff met with the applicants on September 15, 2009 to present the concept of a redistribution of tourism funds and to ask the applicants' feedback and ideas. Several suggestions were discussed including holding back the necessary funds to cover the costs from tourism dollars, event sponsors participating in setting up barricades and post-event clean up, and event sponsors paying for the actual time City staff spend on the event. Staff also requested feedback from the Hotel/Motel Advisory Committee. Committee members agreed with the applicants that while charges should be closely monitored, the City's cost for supporting tourism events should be paid out of dollars collected by lodging owners. MA Look presented the 2009 City service expenditures for tourism, non-tourism events and comparison costs of billed and actual costs for Parks and Recreation. Ms. Look requested Commission direction in charging for City services for special events and adding a budget line in 2010 tourism fund in an amount not to exceed \$5,000.

The Commission directed staff to bring this back next week under Old Business for further discussion at the meeting of December 21, 2009.

Closed Session – Mayor Tarrant recessed to the Closed Session for 15 minutes with no action to follow. Ms. Look reported five more minutes was needed. The Closed Session was adjourned and returned to the regular meeting at 3:15 p.m.

1. **Ordinance No. 1758-1209 – An Ordinance of the City of Shelton, Washington, Adopting the Budget for 2010** – Director of Financial Services Beierle said that the 2010 Budget presented today was the same as presented at the December 7, 2009. This would include the reduction in force by four positions. The positions are Permit Technician, Environmental Projects Coordinator, Police Officer and Animal Control/Parking Enforcement. In addition, in 2008 the Commission adopted Resolution 953-0408 that would set the frame work for financial recovery and sustainability. DH Beierle requested exception to policies included in this resolution for the 2010 Budget.

Commissioner Byrne moved that the Financial Policies established in Resolution 953-0408 be waived for the 2010 Budget that: 1. projected revenues in any given year match projected expenses for that year, 2. use of one-time revenues for one-time expenses only, and not for ongoing expenses, 3. replenishment of the Strategic Fund, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

City Administrator O'Leary said that Shelton Police Chief Davenport would like to address the Commission on two of the positions. Chief Davenport said by not purchasing upgraded reporting software and updated cameras for patrol cars the Department would be able to fund the police officer position for six months. Chief Davenport also found savings in Animal Control that will allow the City's Animal Control/Parking Enforcement Officer to work until he retires. Chief Davenport reported that staff has been doing research on street lighting and the effects it has on crime. Discussion will be held at later meetings on the cost of turning street lights off, what areas that could be turned off and the crime rate in the areas.

Mayor Tarrant recognized Mr. Denny Temple who said that public safety should be top priority and keeping an officer for six months would give time to try to come up with a plan that would keep the officer permanently.

Mayor Tarrant recognized Mr. Russ Denny who echoed Mr. Temple's statement concerning public safety. Mr. Denny said he would like to have more information on the curtailing of street lights. Mr. Denny suggested meeting with the special events people as soon as possible.

Mayor Tarrant recognized Mr. Justin Cowling, Mason County Historical Society, who said charging for events would hurt events that are already going through rough times. Mr. Cowling said at the car show they used volunteers to help pick up garbage.

The Commission approved of the changes presented and directed staff to bring Ordinance No 1758-1209 to include the changes for adoption at the meeting of December 21, 2009.

2. 2010 Work and 2010 Strategic Plan – City Administrator O’Leary reported that this was presented in detail at last weeks meeting and is being brought back this week to reflect the correct changes. The date has been changed and all the names of employees who participated in the plan have been added. CA O’Leary asked this to be placed with Ordinance No. 1758-1109 for approval next week. Commissioner Byrne asked staff to continue to try to find ways to communicate and gain participation from the public.

Mayor Tarrant moved to approve the 2010 Work Plan and 2010 Strategic Plan in conjunction with the 2010 Final Budget at next weeks meeting, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

Mayor Tarrant extended the regular meeting until 4:30 p.m.

Administration Reports - None

Public Comment

Mayor Tarrant recognized Ms. Val Dickinson who said that Police Officers lay there lives on the line everyday to protect each and every one of us.

Administrative Touches

- DH Beierle – Resolution - Interfund Loans
- DH Goins – Road Restrictions will be in effect today at 5:00 p.m.

Executive Session – The Commission recessed to Executive Session at 4:05 to discuss the performance of a public employee for twenty minutes with no action to follow. The Commission and Vicki Look were in attendance. The Commission adjourned the Executive session at 4:25 p.m.

Announcement of Next Meeting

Mayor Tarrant announced that the next regular Commission meeting will be Monday, December 21, 2009, 6:00 p.m.

Adjournment

As there was no further business the meeting was adjourned at 4:25 p.m.


Mayor Tarrant


City Clerk Look