

CITY OF SHELTON, WASHINGTON – CITY COMMISSION

Study Session Meeting Minutes – December 28, 2009

Shelton Civic Center – 12:30 P.M.

Presiding: Mayor Pro Tem Byrne, Commissioner Pannell, Mayor Tarrant excused

Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Terry Davenport, Shelby Conklin, Mike Michael and Lesleann Kangas

Mayor Pro Tem Byrne opened the meeting at 12:30 p.m.

Adjourn – 12:31 p.m. - To tour City Streets relating to freeze and thaw – The Commission, City Administrator O’Leary, Public Works Director Goins, City Engineer Michael, Public Works Superintendent Stodden and representatives from Mason County Transit and Shelton School District toured the city streets to see the damage caused by the recent freeze and thaw.

Mayor Pro Tem Byrne reconvened the regular meeting at 1:30 p.m.

Commission Reports

- **Oath of Office – Municipal Court Judge – George A. Steele** – Mason County Superior Court Judge Amber Finlay administered the Oath of Office to City of Shelton Municipal Court Judge George A. Steele.
- **Oath of Office – Commissioner of Public Works – Dawn Pannell** – Municipal Court Judge Steele administered the Oath of Office to Commissioner of Public Works Dawn Pannell.
- **City Commission Boards/Committees Representatives** – The Commission reviewed the Boards and Committees for the year 2009 and concurred to stay the same for the year 2010.

Public Comment – None

Consent Agenda

1. Vouchers numbered 71651 through 71718 in the amount of \$495,060.24
2. Manual Warrant numbered:
 - 71487 in the amount of \$1,561.46 to WalMart
3. Satellite Water Reclamation Plant Sprayfield Forest Management Plan Contract – International Forestry Consultants, Inc. – Authorize the Mayor to sign when received from contractor
4. Wastewater Treatment Plant Outfall – Sediment Sampling Plan Contract – Cosmopolitan Engineering Group – Authorize the Mayor to sign when received from contractor
5. Wastewater Treatment System Rehabilitation Project – Boundary Line Adjustment and Declaration of Boundary Line Adjustment – Authorize the Mayor Pro Tem to sign
6. On Call Engineering Contracts – Amendment #1 - Gray & Osborne, Inc., Jerome Morrissette & Associates, Inc., Roth Hill Engineering Partners, LLC, Skillings Connolly, Inc., WHPacific, Inc. – Authorize the Mayor Pro Tem to sign

Commissioner Pannell moved to approve the consent agenda as presented; Mayor Pro Tem Byrne seconded the motion. A vote was taken and the motion passed.

Old Business

1. **Wastewater Treatment System Rehabilitation Project – Easement Agreement for PUD #3** – Regional Projects Manager McDonald presented this in detail at the meeting of December 21, 2009. Staff requested that the City Attorney review this as well as answer Commissioner Byrne’s question: is the land connected with this easement or is this just a written agreement to maintain the pole? Mr. McDonald said the reason this is being brought back this week is due to a question about the language in the proposed easement agreement. The easement states that there is nothing that can be built above or on top of the power line or pole. The location is right on the boundary line of the City and power will

immediately go down the pole and enter the ground. The City Attorney has reviewed and is comfortable with the language.

City Administrator O'Leary said the concern was if the legal description was for the easement itself since it covers the entire site and you can not build on the entire site, is the issue resolved? City Engineer Michael answered yes, the caveat included specifically names the two poles.

Commissioner Pannell moved to authorize the Mayor Pro Tem to sign the Easement with PUD #3 for the Wastewater Treatment System Rehabilitation Project, Mayor Pro Tem Byrne seconded the motion. A vote was taken and the motion passed.

2. Goldsborough Creek Sanitary Sewer Improvement - Kneeland Park Pump Station – Simpson Easement Agreement with the City between Park Street and Kneeland Park – Regional Projects Manager McDonald reported that the City of Shelton is constructing the Kneeland Park Pump Station, the second phase of the Goldsborough Creek Sanitary Sewer Main Improvement Project. Part of the construction includes installing sewer pipeline and an asphalt entryway to the pump station across Simpson Timber Company railroad tracks. The City is asking Simpson for an easement which was presented at the meeting of November 16, 2009. Updated language for the Easement is provided by Simpson, and has been reviewed by the City Attorney and Clerk and is being presented today for placement on the consent agenda for January 4, 2010.

The Commission concurred to place the updated Simpson Easement Agreement with the City of Shelton between Park Street and Kneeland Park on the consent agenda for January 4, 2010 and authorize the Mayor to sign when received with Simpson signatures.

3. Timberland Regional Library – Amended Promissory Note – City Administrator O'Leary reported that in November 2009 the City Commission approved a note between the City of Shelton and the Timberland Regional Library District. This was to fulfill a commitment to pay Timberland deferred taxes from 2009. Timberland staff worked with City staff on the note language, and following City approval the note was forwarded to Timberland board for their blessing. The Timberland board proposed changes. The City Attorney has reviewed the approved changes so CA O'Leary is requesting that the Commission authorize the Mayor to sign a new note following approval by the Timberland Library Board.

The Commission concurred to place the Amended Promissory Note on the consent agenda for January 4, 2010, authorizing the Mayor to sign when signed by Timberland Library Board.

New Business

1. Hotel/Motel Tax Advisory Committee Appointments for 2010 – Annette McGee and Duane Wilson – Management Assistant Look said that the Shelton Hotel/Motel Tax Advisory Committee currently has two members who have submitted letters of interest to be considered for reappointment to the Committee. Annette McGee, Yesteryear Car Club and Duane Wilson, Kristmas Town Kiwanis, are involved in activities authorized to be funded by revenue received through the Hotel/Motel Lodging Tax. MA Look requested the Commission place the appointment of Annette McGee and Duane Wilson to the Hotel/Motel Tax Advisory Committee for a one year term on the consent agenda for January 4, 2010.

The Commission concurred to place the Hotel/Motel Tax Advisory Committee Appointments of Annette McGee and Duane Wilson for one year on the consent agenda for January 4, 2010.

2009 Budget Modification – Police Department – Police Chief Davenport said that the Police Department received grants during the year that require budget modifications. The PD is requesting that the expense BARS lines be revised to reflect the grant revenue received and to use Confiscated Funds to cover additional expenses. All grant awards were approved by the Commission prior to expenditure of funds.

Mayor Pro Tem Byrne moved to approve the Police Department budget modification totaling \$92,596 in grant funds and \$10,342 in confiscated funds for Recovery Act Vehicles, in-Car Cameras and Washington Traffic Safety Commission School Zone Lights, Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

3. Shelton Wastewater Treatment System Rehabilitation Construction Project – Inter-Governmental 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 upgrades to the wastewater treatment plant and Front Street Pump Station. The Washington State Patrol and Washington State Department of Corrections continue to partner with the City in these projects. Inter-Governmental Agreement #17 defines the Partners' commitment to their shares. The Partners have agreed to financial proportions that will be applied to the cost of construction. The portions defined in IGA #17 and the billing and payment is coordinated by the City of Shelton. Mr. McDonald requested that the Commission place IGA #17 on the consent agenda for January 4, 2010 and authorize the Mayor to sign when the Partners have completed their separate signing process.

The Commission concurred to place IGA #17 on the consent agenda for January 4, 2010 and authorize the Mayor to sign when the Partners have completed their separate signing process.

4. Evergreen Square Parking – Management Assistant Look explained that it is time to send invoices to those who are currently leasing parking in Evergreen Square and the City gravel lot. The Commission approved the 2010 Budget that has the parking enforcement position funded through the first quarter and it is not sure whether funding will be available after that. The City will invoice customers for regular rent with the intent that a refund would be issued if the City discontinues the program. A letter will be sent with each invoice explaining the situation. MA Look requested Commission approval on this.

The Commission concurred to send out invoices for parking in Evergreen Square and the City gravel lot and to continue parking enforcement until further notice.

Administration Reports – City Administrator O'Leary said that Public Works and Community and Economic Development Director Goins would like to present the new business operation hours due to reduction in force. The PW/CED office will be open 8:00 a.m. until 1:00 p.m., Monday, Tuesday, Wednesday and Friday. The office will be open 8:00 a.m. until 5:00 p.m. Thursdays. The Customer Service Kiosk will be open 8:30 a.m. through 4:30 p.m. daily.

Public Comment - None

Administrative Touches


- Chief Davenport – Out of State Travel
- CA O'Leary – Real Estate Sales Resolution
- MA Look – Disposal of City Surplus Assets Resolution
- RPM McDonald – Community Development Block Grant Public Hearing 1/4/2010
- RPM McDonald – Ground Breaking at WWTP January 5, 2010
- RPM McDonald – City/County meet with State Legislators

Announcement of Next Meeting

Mayor Pro Tem Byrne announced that the next regular Commission meeting will be Monday, January 4, 2010, 6:00 p.m.

Adjournment

As there was no further business the meeting was adjourned at 2:07 p.m.


Mayor Tarrant


City Clerk Look