CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – September 23, 2013
Shelton Civic Center - 2:00 p.m.

Presiding: Commissioner Olsen and Commissioner Pannell
Staff Present: Dave O'Leary, Vicki Look, Cathy Beierle, Dave Eklund, John Ozga, Tom Moore, Jesse Hunter, Chris Norwood, Ken Stodden, Greg Clark, Mike Michael, Steve Goins, Dennis McDonald, and Tracy Wilson

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

Commission Reports
Proclamation – OYSTERWEEK, September 30th through October 6th, in the City of Shelton – Administrative Clerk (AC) Wilson read the OYSTERWEEK Proclamation.

Commissioner Pannell moved to adopt September 30th through October 6th as Oysterweek in the City of Shelton; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

Wastewater Treatment Plan – Staff Recognition – Public Works Director (PWD) Clark introduced Pat Bailey, a compliance officer with the Department of Ecology. Ms. Bailey presented John Ozga and his staff the 2012 Outstanding Performance Award from the Department of Ecology for the effective operation of the satellite treatment plant and the excellent performance of the staff.

One or more Commissioners will attend the following activities this week:
- Emergency HAZMAT Preparation Conference
- Skookum Rotary Breakfast
- Ribbon Cutting Ceremony for local business Nifty Thrifty

Public Comment - None

Consent Agenda - None

Old Business
Upper Mt. View Pressure Zone – Application to Department of Health (DOH) – Action Requested (Public Comment on Action Item) – City Engineer (CE) Michael discussed the DOH application for the Upper Mt. View Pressure Zone and stated that it was ready to be submitted. He requested that the Commission authorize the Mayor to sign and authorize the staff to electronically submit the application to DOH.

Commissioner Olsen moved to submit the application for the Fall 2013 Drinking Water State Revolving Fund and authorize the Mayor to sign; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

New Business
Urban Growth Area Memorandum of Understanding – City Administrator (CA) Dave O'Leary talked about expanding the City's urban growth boundary and the discussion of facilitation of prosperity within the community that took place during the March 14, 2013 retreat. CA O'Leary discussed ideas and what is needed to bring new development into Shelton by expanding the urban growth boundary. The two steps needed to get this accomplished are bringing more land into the urban growth area, and establish zoning regulations. The City will initiate the boundary extension with the County, and the County will decide whether or not it can happen. CA O'Leary presented a Memorandum of Understanding (MOU) to the Commission describing how it would happen. The cost per partner (4 partners) for this project is $47,250 maximum for consultant fees. If the cost becomes higher, then all parties must agree to proceed. The target for completion of the environmental review is August 1, 2014. He went on to discuss the benefits and impacts of the project. Staff is recommending the Commission approve the MOU and place the item on the consent agenda for September 30, 2013.

The Commission concurred to place the Urban Growth Area Memorandum of Understanding on the consent agenda for September 30, 2013.
2013 Budget Modification - Community Development Block Grant (CDBG) for 2013 – Community and Economic Director (CED) Goins explained the need for a budget modification for the Community Development Block Grant. The grant was secured in 2012, but due to delays with the project the grant needs to be added to the 2013 budget. The grant is pass-through funding targeted to provide gap funding for construction of the new Mason County Homeless facility on Olympic Highway South. The amount to be incorporated into the 2013 budget is $825,000. Goins recommended that the Commission approve the budget modification and authorize the City Administrator to make the necessary budget modification by placing the item on the consent agenda for September 30, 2013.

The Commission concurred to place the 2013 Budget Modification - Community Development Block Grant (CDBG) on the consent agenda for September 30, 2013.

2013 Budget Modification – City of Shelton Design and Constructions Standards – CED Director Goins explained that a budget modification is needed for the City of Shelton Design and Constructions Standards update due to the process extending into 2013. The amount of the modification is $17,600.00. He recommended that the Commission approve the budget modification and place this item on the consent agenda for September 30, 2013 and authorize the City Administrator to make the necessary budget modification.

The Commission concurred to place the 2013 Budget Modification – City of Shelton Design and Construction Standards on the consent agenda for September 30, 2013.

Ordinance #1835-0913 – An Ordinance Relating to the Possession of Marijuana – Chief of Police Eklund presented Ordinance #1835-0913, which amends the Shelton Municipal Code. With the State’s enactment of Initiative 502, it is necessary to repeal SMC Chapter 9.22 which relates to the possession of marijuana. The Chief requested that the Commission hold a first reading, and place the second reading of the Ordinance on the consent agenda for September 30, 2013.

The Commission held a reading of Ordinance #1835-091, and concurred to place Ordinance #1835-0913-An Ordinance Relating to the Possession of Marijuana for a second reading on the consent agenda for September 30, 2013.

Turner Street Storm Improvements – PWD Clark discussed the need for a budget modification for the new 2013 Turner Street Storm Improvement Project. The project is needed to eliminate on-going erosion which will ease maintenance and repair of damage after large storms. The amount of the budget modification is $9,000. He requested the Commission approve the budget modification and place the item on the consent agenda for September 30, 2013.

The Commission requested clarification on the location of the proposed project, and after discussion concurred to place the 2013 Budget Modification – Turner Street Storm Improvements under old business for September 30, 2013.

Administration Reports
Administrator will attend an Emergency Management Tabletop Exercise with the Mayor tomorrow
Administrator will do the radio interview with KMAS Thursday
Administrator is working on the 2014 Budget work plan

General Public Comment
Mr. Forest Cooper wanted to remind the Commission not to forget about small businesses in the City. He would like to see more retail on the street level of Railroad Avenue.

Mr. Tom Davis commented in favor of the Urban Growth Area project, however he would like to see the MOU include a Foreign Trade Zone, and would like to hear more details on the proposal.
Administrative Final Touches
PWD Clark addressed a change on the “looking ahead” for September 30, 2013. The sheet states that the 6 yard dump truck is scheduled for consent, but he will actually be briefing on the subject at the September 30, 2013 meeting.

Announcement of Next Meeting
Mayor Cronce announced the next regular Commission meeting of Monday, September 30, 2013 at 2:00 p.m.

Adjournment
Mayor Cronce adjourned the meeting to at 3:01pm

[Signatures]
Mayor Cronce
City Clerk Look