CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – January 22, 2013
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Pro Tem Olsen, Commissioner Pannell, Mayor Cronce excused
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Steve Goins, Greg Clark, Mike Michael and
Lesleann Kangas

Mayor Pro Tem Olsen called the meeting to order at 6:00 p.m.

Mayor Pro Tem Olsen announced a change to the agenda. Item #1 under New Business will be moved to Item #3.

Commission Reports

One or more Commissioners will attend the following activities this week:
• Mason Transit Authority - 20 years of Service Celebration Open House
• Mason County Substance Abuse and Mental Health Citizen Advisory Board Meeting

Public Comment - None

Consent Agenda
1. Vouchers numbered 80093 through 80182 in the amount of $966,226.90
2. Vouchers numbered 80229 through 80282 in the amount of $475,003.78
3. Payroll Warrants numbered 68419 through 68596 in the amount of $605,533.12
4. Commission Meeting Minutes from:
   • Business Meeting of January 7, 2013
   • Study Session of January 14, 2013
5. Salary & Benefit Package Non-Represented – Authorize the City Administrator to make necessary budget modifications
6. Salary & Benefit Contract Shelton Employees Guild – Authorize the City Administrator to make necessary budget modifications
7. Salary & Benefit Contract Customer Service Representatives– Authorize the City Administrator to make necessary budget modifications
8. Salary & Benefit Contract Financial -- Authorize the City Administrator to make necessary budget modifications

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

Old Business - None

New Business
1. Canyon Creek Flood Reduction – Canyon Creek Overflow Collection System – City Engineer Michael reported that as part of the ongoing Canyon Creek Flood Reduction study, staff have been working to identify components for the solution of the recurring flooding within the downtown area associated with flows in the Canyon/Shelton Creek System. Engineering staff contracted to have accumulated sediments removed from the lower reach of the system. During the first significant storm of the season, this work appeared to be very successful in mitigating the impact that had previously been seen along this lower reach. In the course of the November 2012 storm event, maintenance crews were called to manage a blockage at the debris barrier on the inlet to the Northcliff Rd (1st Street) culvert. This blockage was causing overflows onto 1st Street into the downtown area as has occurred in the past. Both engineering and maintenance staff noted that once the
overflow reached the existing stormwater systems in the area no impacts were obvious. Experimentation with controlling the amount of flow allowed to pass under Northcliff showed that it was possible to control the flows between Northcliff and the upper limits of the dredging project such that impacts to the adjoining properties were kept at a minimum. It was also noted that the impacts to the road system, and some adjoining properties, could be mitigated by some basic improvements to one or both of two existing stormwater conveyance systems. Staff has discussed the overflow collection system with our local Department of Fish and Wildlife representative and has received a positive response on the concept. Portions of this work will need to be completed prior to the 1st Street Restoration Project. The two segments along 1st Street and Pine Street can be done quickly and effectively with in-house engineering and through a Small Works contract prior to the construction date anticipated by Washington State Department of Transportation for the paving project. The complete project, including portions that may be included in the Basin 3 Rehabilitation Project, is anticipated to be $150,000 to $200,000 and there is currently fund balance available in the Stormwater Utility to cover this cost. Staff’s recommendation is to approve the Canyon Creek Overflow Collection System Project, authorize the City Administrator to make necessary budget modifications and staff to prepare design and contracting documents to complete the work.

Public Comment on this Action Item - None

Commissioner Pannell asked if the engineering work can be done in-house. CE Michael said yes, most design can be done with City Staff and some assistance might be needed by OTAK, Inc. Commissioner Pannell said this is a make sense project.

Mayor Pro Tem Olsen said he lives in the flooding area and this is the first time in five years that he has not experienced flooding with a major storm event. He said he is in favor of this project and the public can see a concrete step in solving the flooding issues.

City Administrator O'Leary added that there is a limit of $200,000.

Commissioner Pannell moved to approve the Canyon Creek Overflow Collection System Project, authorize the City Administrator to make necessary budget modifications and staff to prepare design and contracting documents to complete the work; Mayor Pro Tem Olsen seconded the motion. A vote was taken and the motion passed.

2. Local Agency Participating Agreement – First Street Restoration Project – CE Michael said this is a portion of the First Street Project. Staff met last week, to review preliminary designs and the Americans with Disabilities Act (ADA) ramp details, and to discuss possible issues. One issue identified was the original "plan of attack" for the Basin 3 Project had changed, resulting a missed opportunity. As the Basin 3 Project (in the vicinity of Second & Laurel, behind Mickey's Deli) design progressed, it became clear that the flow area needs to be shifted. Right now, the flow travels down the Third and Birch area, in addition to the area just east of the Colonial House, into the main trunkline and then on to the pump station. Upon further review of the design, it made sense that this small area be redirected to the intersection of First and Alder, along Alder to the existing Basin 8 sewer main, along the Capital Hill area and finally over to Front Street. To achieve this revision, the design will require the reconfiguration of a few existing lines, and the addition of a couple of new short segments of line (including a new, 14-ft deep manhole, at the intersection of First and Alder). The Basin 3 Project is not currently under construction, due to USDA funding changes, and resulting in the project's scale being significantly different than originally designed. The removed portion of the First Street Project (half block, from the Olympic Deli, north to Alder, on First Street) will be incorporated into the Basin 3 Project. The paving will be managed by the Department of Transportation (DOT), as a part of their larger project, providing the advantage of a significantly reduced project cost. The final version of the First Street Project includes DOT’s indirect costs of 11.07 percent.
The Transportation Improvement Board (TIB) has strict limits for preservation projects for engineering and administrative costs. This project is capped at thirty percent of the construction value. Based on rough calculations, DOT will bill the actual costs for their services to the City, or and increase of approximately $79,500 as the City's share. These monies will come from fund balance or one-time monies, or worst case; the overage would come from overlay funds. CE Michael requested the Commission's approval to proceed with the plan "as is" and allow staff to work with the City Admin and Finance Director to determine if these funds will be supported by fund balance, one time monies or overlay monies.

Commissioner Pannell moved to approve the agreement with Washington State Department of Transportation Construction Office for the First Street Paver Restoration Project and Local Agency part agreement and authorize the Mayor to sign; Mayor Pro Tem seconded the motion. A vote was taken and the motion passed.

3. Resolution #1045-0113 — A Resolution of the City of Shelton, Washington Declaring that the City Certifies Compliance with all Requirements for Applying for Funds through the State of Washington Community Development Block Grant (CDBG) Program – Mason County Transit Authority Transit Community Center Project - Community and Economic Development Director Goins reported that in November, the City held a public hearing to announce the availability of CDBG funding for 2013. The only organization prepared for this year's opportunity is the Mason County Transit Authority (MTA). MTA is requesting to partner with the City, to further complete the armory rehabilitation construction, and finish a commercial/training kitchen and infrastructure for a computer lab. MTA has developed an agreement with Community Center Association to manage the social services portion of the remodeled armory and is conducting fund raising to purchase the computer lab equipment. The City, on behalf of MTA as a subrecipient, is proposing to apply to CDBG for $750,000 in funding, to complete two prioritized remodeling phases. This request includes funds for the City to administer and monitor this project. DH Goins requested the Commission place Resolution #1145-0113 and the application, authorizing the Mayor to sign, under Old Business for the meeting of January 28, 2013, for further discussion.

Mayor Pro Tem Olsen recognized General Manager of Mason Transit Authority Mr. Brad Patterson who thanked the City for partnering with them in this Community Development Block Grant funding application. Mr. Patterson said the Community Center project will be a valuable re-addition to the community.

The Commission concurred to place Resolution #1045-0113 and the application for Community Development Grant funding under Old Business for the meeting of January 28, 2013.

Administration Reports
City Administrator O'Leary said he would be attending the Mason Transit Authority Celebration of 20 Years Service.

Public Comment - None

Administrative Final Touches
• DH Goins – Historic Preservation Appointment
• CA O'Leary -- Changes to Taxi Ordinance
• DH Clark – Working with Mason County Brian Mathews on equipment share agreement

Announcement of Next Meeting
Mayor Pro Tem Olsen announced the Shelton Metropolitan Park District Meeting of January 28, 2013, at 1:45 p.m. and the next regular Commission meeting of Monday, January 28, 2013, at 2:00 p.m.
Adjournment
As there was no further business the Commission business meeting was adjourned at 6:40 p.m.

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Mayor Cronce                             City Clerk Look