CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – October 8, 2012
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Kathleen Haggard, Steve Goins, Dave Eklund, Cathy Beierle, Mark Ziegler and Lesleann Kangas

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

Commission Reports

One or more Commissioners will attend the following activities this week:
• Historic Preservation Meeting
• Economic Development Council Meeting
• Economic Development Council Luncheon
• City of Shelton 2013 Budget Meetings

General Public Comment - None

Old Business
1. Property Abatement Options – Public Works and Community and Economic Development Director Goins presented the previously discussed list of structures for consideration of abatement and associated costs. Staff is recommending the following addresses to be considered for abatement: 118 Cascade Ct., 611 Fairmount Av., 628 Ellinor Av., 303 S. Second St., 128 N. First St., 302 San Joaquin Av. and 2125 Washington St. The Commission’s combined concerns were with public safety risk and costs associated with abatement. They suggested that staff send letters to property owners and encourage them to clean up their properties. DH Goins said that the City could place liens on properties to try to recoup costs associated with abatement. City Administrator O’Leary said this could be discussed further at the upcoming retreat scheduled for October 19, 2012.

The Commission concurred to discuss this further at the retreat on October 19, 2012.

New Business
1. Resolution #1044-1012 – A Resolution of the City of Shelton, Washington Declaring City Vehicles Surplus to the Needs of the City, and Disposing of Such Vehicles for the Common Benefit – Chief of Police Eklund said the City of Shelton Police and Engineering Departments have four vehicles to surplus, including: 1994 Pontiac Grand Prix, 1998 Chevy Lumina, 2000 Ford Crown Victoria and a 2003 Ford Crown Victoria. The Police Department gave a 1996 Ford Crown Victoria to the Engineering Department to replace their 1994 Grand Prix. Staff is requesting the proceeds from the sale of these vehicles be used to offset the costs of purchasing Police Department Vehicles. Chief Eklund requested Resolution #1044-1012 be placed on the consent agenda for 10/15/2012 and authorize the City Administrator to make necessary budget modifications.

The Commission concurred to place Resolution #1044-1012 on the consent agenda and authorize the City Administrator to make necessary budget modifications.

2. Police Vehicle Purchase - Chief of Police Eklund said he is requesting authorization to modify their 2012 budget to purchase two used, low-mileage 2009 Ford Crown Victorias. One would be used for patrol use and the other for detectives. The two vehicles will replace the two vehicles the department is requesting to surplus. The total cost to purchase the two vehicles is $26,566.00. Chief Eklund requested the Commission place the approval to purchase the two vehicles and the City Administrator to make the necessary budget modifications on the consent agenda for October 15, 2012.
The Commission concurred to place the approval for the Police Department to purchase two vehicles and the City Administrator to make the necessary budget modifications on the consent agenda for October 15, 2012.

3. Tourism Fund Grant Applications – Management Assistant Look reported that the Tourism Fund Grant Applications for 2013 totaling $40,950 are from:
   - Shelton-Mason County Chamber of Commerce – Visitor Center - $15,500
   - Kristmas Town Kiwanis – Bluegrass from the Forest - $7,000
   - Mason County Forest Festival - $5,000
   - Mason County Historical Society – Car Show - $850
   - Mason County Historical Society – Museum Visitor Center - $8,500
   - Support Our County Kids (SOCK) – Old Time Fiddlers Fest - $3,700
   - Support Our County Kids (SOCK) – RAPsody Ride - $400

DH Look said the approximate beginning fund balance for 2013 is $97,814 with projected revenues of $42,000, which is up from previous predictions. The projected revenues have increased which could be due to construction in the area and the opening of the new race track. These dedicated fund monies are received from the three motels in the City of Shelton. DH Look requested the Tourism Fund Grant Applications in the amount of $40,950 be added to the 2013 Preliminary Budget and placed on the consent agenda for October 15, 2012.

The Commission concurred to approve the Tourism Grant Fund Applications and to be added to the 2013 Preliminary Budget on the consent agenda for October 15, 2012.

4. Sewer Comprehensive Plan Update - Carollo Contract Amendment – DH Goins reported that Contract Amendment #4 with Carollo Engineers for the 2009 Sewer Comprehensive Plan Update was anticipated to be completed by February 2011. However, a number of roadblocks were encountered and progress has been delayed several times, now making an early 2013 the completion date. Carollo Contract Amendment #4 addresses the changes in project scope that have resulted from the project delays. This proposed amendment and scope change is necessary in order for the project to proceed. In particular, incorporating the revenue needs assessment and rate forecast updates is critical for providing accurate, appropriate customer rates for future years. Carollo Engineers would complete the plan, including a General Facilities Charge Update and Capital Financing Plan, for a not-to-exceed price of $20,350. This will increase the total contract amount from $240,281 to $260,631. DH Goins requested the Commission authorize the Mayor to sign Amendment #4 with Carollo Engineers, and authorize the City Administrator to make necessary budget modifications by placing on the consent agenda for October 15, 2012.

The Commission concurred to place the Carollo Amendment #4, authorizing the Mayor to sign and City Administrator to make necessary budget modifications on the consent agenda for October 15, 2012.

5. 2012 Budget Modification – Streets – DH Goins reported that the 2012 overlay program generated some savings that staff is requesting be utilized for additional street overlays not included in the adopted budget. The 2012 overlay projects were completed approximately $16,000 under budget. Street crews would complete these projects utilizing the remaining funds dedicated to overlays, and will stop once the budget limit is reached. The recommended streets are; one block of Stevens St. between Wilson St. and Roosevelt St., and one block of McKinley St. between Hay and Stevens Streets. In addition, Staff proposes to apply a thin overlay (skim coat) over a portion of Fairmount Ave. east of Olympic Highway South, to provide a more uniform surface until the rehabilitation of this portion of Fairmount Ave. occurs in 2013. DH Goins requested the Commission approve this today to allow proceeding now to beat the upcoming weather.

Commissioner Pannell moved to add the following streets to the road repair overlay project 2012 budget: one block of Stevens St. between Wilson St. and Roosevelt St., and one block of McKinley St. between Hay and Stevens Streets and to apply a thin overlay (skim coat) over a portion of Fairmount Ave. east of Olympic Highway South, authorizing the City Administrator to make necessary budget amendments up to $16,000; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.
6. **Ordinance No. 1811-1012 – First Reading – An Ordinance of the City of Shelton, Washington, Amending Sections 17.12.015 and 17.12.040 of the Shelton Municipal Code, Relating to Traffic Impact Fees** – DH Goins said the Shelton Alliance for Viable Economic Revitalization (SAVER) group asked the City Commission to consider a change to the Traffic Impact Fees (TIF) to exempt buildings in the downtown core from a TIF for solely a change of occupancy. This topic was included in a larger discussion of impact fees and charges for new development that extended into 2012. DH Goins said there is a broad support for the SAVER request, recognizing the built environment in the downtown generates a peak hour traffic that will remain static provided there is no building expansion. No other changes to the TIF Ordinance are suggested at this time.

The Commission asked DH Goins bring the definition of the downtown core and boundaries back under Old Business next week.

**Mayor Cronce requested a First Reading of Ordinance No. 1811-1012 as follows:**


**The Commission concurred to place Ordinance No. 1811-1012 under Old Business at the meeting of October 15, 2012 for a Second Reading and adoption.**

**Administration Reports**

City Administrator O’Leary said he is continuing to work on the budget. He also said he will be meeting with the Skookum Rotary and Economic Development Council presenting his annual city update.

**Public Comment** - None

**Administrative Final Touches**

- DH Ziegler – Sixth Street Park Recommendations

**Announcement of Next Meeting**

Mayor Cronce announced the next regular Commission meeting of Monday, October 15, 2012, at 6:00 p.m.

**Adjournment**

As there was no further business the meeting was adjourned at 3:00 p.m.

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Mayor Cronce                  City Clerk Look