Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Kathleen Haggard, Vicki Look, Steve Goins, Cathy Beierle, Dave Eklund, Mike Michael, Dennis McDonald, Jason Dose, and Lesleann Kangas

Mayor Cronce opened the meeting at 1:55 p.m.

Executive Session - Mayor Cronce adjourned to an Executive Session at 1:56 p.m. to discuss potential litigation for 20 minutes with no action to follow. The Commission, Dave O’Leary, Attorney Haggard, Vicki Look, Steve Goins and Cathy Beierle were in attendance.

The regular session reconvened at 2:18 p.m.

Commission Reports
Commissioner Pannell reported that the City of Shelton received the 2012 Municipal Water Protection Award for 2012 from the Pacific Northwest Clean Water Association.

One or more Commissioners will attend the following activities this week:
- City of Shelton Video Shoot
- Wellness Committee Chili Cook-off
- Memorial Hall Veterans Meeting

General Public Comment - None

Consent Agenda
1. Sixth Street Park Closure and Renovation
2. Shelton Wastewater Treatment System Rehabilitation Construction Project – Amendment #2 to Intergovernmental Agreement #17 – Authorize the Mayor to sign when the Partners have completed their separate signing processes
3. Ordinance No. 1812-1012 – Second Reading - An Ordinance of the City of Shelton, Washington, Correcting a Typographical Error within Ordinance No. 1795-1211 Vacating an Alley in Block 2, Cyphert’s Addition
4. MACECOM Facilities Lease Amendment #3
5. Public Defense Grant Funding for 2013 – Authorize the Mayor to sign

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

Old Business
1. Basin 3 Sewer Rehabilitation Project Construction – FY2014 Ecology State Revolving Fund Loan Application – Regional Projects Manager McDonald requested this be pulled from the agenda at this time because the City is not eligible to apply.

New Business
1. 2013 Preliminary Budget - City Administrator O’Leary and Director of Financial Services Beierle presented a power point and hand out of the 2013 Preliminary Budget and Message. The budget presentation included the General, Street, Tourism, Capital Improvement, Water, Sewer, Solid Waste, and Storm Drain, Regional Water & Sewer and Equipment Maintenance & Rental Funds and requests recommended and not recommended from each of these departments. The 2013 Preliminary Budget & Budget Message will be filed with the City
Commission Meeting Minutes 10/29/2012

2. Department of Ecology Coordinated Prevention Grant – Capital Industries Metal Fabricators – Senior Planner Dose said the Coordinated Prevention Grant (CPG) program is to offer Cities and Counties assistance in furthering waste reduction and recycling programs. The City of Shelton has secured funding through this program since 1994 when the first Recycling Coordinator was hired and the curbside recycling program was implemented. City Staff was contacted by our Department of Ecology Coordinated Prevention Grant contact regarding the 2012-2013 CPG “offset” cycle funding availability. The “offset” funding is made available through unspent 2010-2011 money (returned to the State from jurisdictions across Washington). In the 2012 budget, the Commission authorized purchase of a “roll off” truck (to pick up and transport boxes) as well as two 40-yard “drop” boxes in the 2012 budget to start our recycling program. In June of 2012 the Commission authorized staff to submit an application for the CPG “offset” funding with the intent of purchasing two additional 40-yard “drop” boxes to allow the waste utility more flexibility in the storage and hauling of materials. As the program grows, additional storage capacity and flexibility will be required, necessitating purchase of the containers in the future. The City of Shelton is able to “piggy back” off of an existing City of Seattle contract with Capital Industries which helps to reduce the cost of procurement of the containers. The quote from Capital Industries for two 40-yard drop boxes with lids (delivered) is $15,255.00. The total grant offer is for $16,000 with the State portion of the grant being $12,000 and the City’s portion being $4,000. The City’s match portion would come from the waste and recycling utility budget. SP Dose requested the Commission authorize the Mayor to sign two copies of the Coordinated Prevention Grant Agreement the City Administrator to make the necessary budget modification and the Commission authorize the purchase of two additional 40 yard drop boxes from Capital Industries on the consent agenda for November 5, 2012.

The Commission concurred to authorize the request to authorize the Mayor to sign two copies of the Coordinated Prevention Grant Agreement, the City Administrator to make the necessary budget modification and the Commission authorize the purchase of two additional 40 yard drop boxes from Capital Industries on the consent agenda for November 5, 2012.

3. Dayton Airport Road Water Expansion Project – Intergovernmental Agreement #20 Construction Services (IGA #20) – RPM McDonald reported that the Dayton Airport Road Water Expansion Project (DAW) as part of the Regional Plan, will construct a City water main for Shelton Springs Road to the Washington State Patrol (WSP) Academy, and build onsite water conveyance infrastructure. The City has prepared plans, specifications, and engineering documents for the bid process. The bid opening on October 30, 2012, will select the contractor with the lowest responsible and responsive bid. IGA #20 states WSP’s agreement to fully pay for the construction costs that include project construction, management and administrative services. This project was not anticipated to begin in 2012, so a budget modification is required. RPM McDonald requested this be placed under Old Business for November 5, to provide further information.

The Commission concurred to place the request to authorize the Mayor to sign two copies of the Coordinated Prevention Grant Agreement, the City Administrator to make the necessary budget modification and the Commission authorize the purchase of two additional 40 yard drop boxes from Capital Industries on the consent agenda for November 5, 2012.

4. Video Production/Conferencing System Purchase - Additional Charges – Management Assistant Look reported that in June 2012, the City Commission approved the purchase and installation of a video production/conferencing system so the Municipal Court could hold video arraignments at the Mason County Jail, and to video the business meetings of the Shelton City Commission. The Commission approved a budget of $42,338.42 for the project. After beginning the installation, it was evident that where were going to be additional unanticipated costs. It was determined that for safety reasons, and for better viewing of the
defendant’s arraignment, a larger monitor and wiring/hardware to attach the monitor to the wall were necessary causing a total overage amounting to $1,019.50. MA Look requested the Commission authorize the increase of $1,019.50 for the video production/conferencing project, authorize the City Administrator to make necessary budget adjustment and place on the consent agenda for November 5, 2012.

The Commission concurred to place the Video Production/Conferencing System Purchase - Additional Charges of $1,019.50 on the consent agenda for November 5, 2012, authorizing the City Administrator to make the necessary budget adjustments.

Administration Reports
City Administrator O’Leary said he would continue to work on the budget.

Public Comment - None

Administrative Final Touches - None

Announcement of Next Meeting
Mayor Cronce announced the next regular Commission meeting of Monday, November 5, 2012, at 6:00 p.m.

Commissioner Olsen moved to extend the regular meeting to include the Executive session for 15 minutes, Commissioner Pannell seconded the motion.

Executive Session - Mayor Cronce adjourned to an Executive Session at 3:55 p.m. to discuss a potential real estate acquisition for 20 minutes with no action to follow. The Commission, Dave O’Leary, Vicki Look, Steve Goins and Cathy Bierle were in attendance. Ms. Look requested to extend the meeting for 10 minutes. The Commission adjourned the Executive session at 4:25 p.m.

Adjournment
The regular session reconvened and the Commission business meeting was adjourned at 4:25 p.m.

Mayor Cronce

City Clerk Look