CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – November 5, 2012
Shelton Civic Center
Immediately following the Shelton Metropolitan Park District Meeting

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Cathy Beierle, Steve Goins, Shelby Conklin, Mike Michael, Dennis McDonald and Lesleann Kangas

Mayor Cronce called the meeting to order at 6:07 p.m.

Mayor Cronce announced an Executive Session at the end of the meeting tonight for 20 minutes to discuss a potential real estate acquisition with no action to follow.

Commission Reports
One or more Commissioners will attend the following activities this week:

- Association of Washington Cities Meeting
- Career Day at Shelton High School

Public Comment – None

Mayor Cronce recessed the regular meeting and opened the Public Hearing at 6:09 p.m.

Public Hearing – 2013 Preliminary Budget & Consideration of the 2013 Ad Valorem Tax Levy Ordinance and Certification. Ordinance No. 1813-1112 – First Reading - An Ordinance of the City of Shelton, Washington Increasing Ad Valorem Taxes in the City of Shelton for Calendar Year 2013 - City Administrator O’Leary and Director of Financial Services presented this overview of last week’s presentation. DH Beierle said included in the projected revenues is the Ad Valorem taxes (property taxes). The presentation is available at City Hall and is being recorded for public viewing. CA O’Leary said if citizens wanted further information he would be available. Staff requested a First Reading of Ordinance No. 1813-1112 and to place it and the Levy Certification on the consent agenda for November 13, 2012.

Public Testimony
Mayor Cronce recognized Mr. Tom Davis who said that the public safety portion of the operating budget is 49 percent. He said we need to get a handle on crime rate in the City. Mr. Davis suggested more presence such as citizen patrols for a higher profile that would deter crime. The results would create a safer community that is also an attractive community.

Mayor Cronce closed the Public Hearing at 6:49 p.m.

Mayor Cronce requested a First Reading of Ordinance No. 1813-1112 as follows:
An Ordinance of the City of Shelton, Washington Increasing Ad Valorem Taxes in the City of Shelton for Calendar Year 2013

The Commission concurred to place Ordinance No. 1813-1112 and the 2013 Levy Certification on the consent agenda for November 13, 2012 for approval.

Consent Agenda
1. Correct clerical error on vouchers 79462 through 79571 to $677,668.28 from $677,688.28 presented at the meeting of October 15, 2012
2. Vouchers numbered 79573 through 79585; 79587 through 79589; and 79594 through 79695 in the amount of $919,743.83
3. Transfer and Banking fees in the amount of $507,828.44
4. Commission Meeting Minutes from:
   - Study Session of October 8, 2012
   - Business Meeting of October 15, 2012
   - Retreat of October 19, 2012

5. Department of Ecology Coordinated Prevention Grant – Capital Industries Metal Fabricators – Authorize the Mayor to sign two Coordinated Prevention Grant Agreements with State of Washington Department of Ecology, authorize the purchase of two 40 yard drop boxes from Capital Industries and authorize the City Administrator to make the necessary budget modification

6. Video Production/Conferencing System Purchase - Additional Charges – Authorize the City Administrator to make the necessary budget modification

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. Dayton Airport Road Water Expansion Project – Intergovernmental Agreement (IGA) #20 Construction Services – Regional Projects Manager McDonald presented this at the meeting of October 29, 2012, but needed the cost. The bid opening for the construction project was held October 30, 2012. The lowest responsive and responsible bidder was Pape & Sons Construction. IGA #20 states Washington State Patrol’s (WSP) agreement to fully pay for the construction costs that include the construction contract and the City construction services for a total of $2,909,938.04 that includes sales tax and City’s indirect cost. RPM McDonald requested the Commission authorize the Mayor to sign IGA #20 after WSP has completed their signature process, the City Administrator to make the necessary budget modification and the Commission approve and sign the Award for the selected contractor.

Commissioner Olsen moved to authorize the Mayor to sign IGA #20 after the Washington State Patrol has completed their signature process, the City Administrator to make the necessary budget modification and the Commission approve and sign the Award for the selected contractor, Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

Public Comment on Action Item – None

Commissioner Pannell moved to authorize the Mayor to sign IGA #20 after the Washington State Patrol has completed their signature process, the City Administrator to make the necessary budget modification and the Commission approve and sign the Award for the selected contractor, Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

New Business

1. Dayton Airport Road Watermain Extension Project Construction – Contract/Award – City Engineer Michael said that this project will consist of the installation of approximately 15,000 linear feet of new watermain, extending from the City limits on Shelton Springs Road to the Washington State Patrol (WSP) Academy. The project is part of the Regional Plan and is funded by the WSP. The range of the Engineer’s Opinion of Probable Cost was $2.5 million to $3.5 million. The 13 bids received ranged from approximately $2.2 million to $3.5 million, with the low bid being $2,237,549.93. In addition to the bid evaluation schedules, schedules “A” and “C”, two schedules were included to cover a pipe material alternative and installation of future water services outside the WSP Academy site. The low bidder has proposed a cost savings for the alternative pipe material of $247,564.45 and an additive amount of $73,443.65 for the additional future service connections. Staff has discussed the additional schedules with WSP and is recommending that they be included in the award. CE Michael said based on the evaluation of the base bid and alternatives staff is recommending a contract award amount of $2,063,429.13. The City is acting as the Agent for WSP and will be administering the construction contract on their behalf. CE Michael requested the Commission sign the Notice of Award, authorize the Mayor to sign the contract with Pape & Sons Construction, Inc. when returned from contractor and the City Administrator to make necessary budget adjustments if necessary.

Commissioner Pannell moved the Commission authorize the project award and authorize the signature of the Project Award Form to Pape & Sons Construction Inc. for the Dayton Airport Road Watermain Expansion Project in the amount of $2,063,429.13 and authorize the Mayor to sign the construction contract when
returned from the contractor and after the execution of IGA #20 with WSP and the City Administrator be authorized to make the budget adjustments as necessary, Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

**Administration Reports**
City Administrator O’Leary said he would be attending the Association of Washington Cities meeting with the Commissioners.

**Public Comment** - None

**Administrative Final Touches**
- DH Beierle – Ordinance to issue a Bond Anticipation Note to be used as the interim financing for the USDA-RD funding of the Basin 5 Project.

**Announcement of Next Meeting**
Mayor Cronce announced the next regular meeting of Tuesday, November 13, 2012, 2:00 p.m. due to observance of the Veterans Day Holiday.

**Executive Session** - Mayor Cronce adjourned to an Executive Session at 7:15 p.m. to discuss a potential real estate acquisition for 20 minutes with no action to follow. The Commission, Dave O’Leary, Kathleen Haggard (phone), Vicki Look, Steve Goins, Cathy Beierle and Mike Michael were in attendance. The Commission adjourned the Executive session at 7:35 p.m.

**Adjournment**
The regular session reconvened and the Commission business meeting was adjourned at 7:36 p.m.

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Mayor Cronce                                      City Clerk Look