CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – February 25, 2013
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Acting City Administrator Vicki Look, Steve Goins, Dave Eklund, Mike Michael, Dennis
McDonald, Erik Birk 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:
• Shelton Mason County Chamber of Commerce Board of Directors Meeting
• Mason County Board of Health Meeting
• Mental Health and Substance Abuse Meeting

General Public Comment - None

Consent Agenda

1. Upper Mountain View Pressure Zone Design – Murray, Smith & Associates, Inc. – Authorize
   the Mayor to sign when returned from contractor and the City Administrator to make
   necessary budget modifications.

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 – None

New Business

1. Shelton Historic Preservation Board (SHPB) Re-Appointment – Mr. Bill Busacca – Associate Planner Birk
   reported that Mr. Busacca has served on the SHPB Board for more than 10 years and has submitted a letter
   requesting a re-appointment. The Shelton Municipal Code states that the SHPB can have a maximum of 12
   members and if the City Commission accepts Mr. Busacca’s re-appointment, they will have a total of seven
   members. AP Birk requested the Commission place the re-appointment of Mr. Bill Busacca to the SHPB for
   a term ending December 2014 on the consent agenda for March 4, 2013.

   The Commission concurred to place the re-appointment of Mr. Bill Busacca to the Shelton Historic

2. Interlocal Agreement for the Disposition of Load Bank Equipment – Regional Projects Manager McDonald
   reported that the City of Shelton partnered with Washington Department of Corrections (DOC) and
   Washington State Patrol (WSP) to finance and construct the Satellite Water Reclamation Plant that will
   service the Washington Correction Center and the Washington State Patrol Academy. As part of the project,
   a piece of equipment called a load bank was purchased. This equipment is used to test generators and the
   partners agreed the load bank would be owned and operated by DOC. This Interlocal Agreement stipulates
   that the other partners could borrow this equipment as needed to test their own generators. The
   ownership/tile and license of the load bank, along with the trailer, shall be transferred to DOC from the City
   upon completion of the Satellite construction project. RPM McDonald requested the Commission accept the
   Interlocal Agreement and authorize the Mayor to sign.
Commissioner Pannell moved to accept the Interlocal Agreement for the Disposition of the Load Bank Equipment, authorize the Mayor on behalf of the City of Shelton; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

   Vendor Award – Acting Public Works Director Michael reported this is a new garbage truck with dual compartments intended for use in the dual stream recycling program. This will allow the solid waste department to pick up both streams simultaneously, with one vehicle, instead of two vehicles following each other. The new truck will replace our 2000 model which is two sets of emissions standards back from the new vehicle. Staff found an existing contract with the City of Tacoma to piggy back with in the amount of $314,394.61.

   Mayor Cronce asked what will happen to the garbage truck this will replace. ADH Michael said he was not sure, but would find out.

   ADH Michael requested the Commission sign the Vendor Award Form to Western Peterbilt, Inc. and place on the consent agenda for March 4, 2013.

   The Commission concurred to place the Vendor Award Form to Western Peterbilt, Inc. for the Peterbilt Automated Side Loader with Labrie Automizer Split Body on the consent agenda for March 4, 2013.

4. Canyon Creek Improvements – OTAK, Inc. Contract Amendment – ADH Michael said this is an addition to the Canyon Creek Overflow Conveyance System in the Stormwater program for this year. Trying to get ahead of the paver project is a contract amendment with OTAK, Inc. for the design piece that is needed. This amendment will provide OTAK, Inc. with an additional $37,517.00 for design drawings and specifications for the construction of the storm sewer pipe network. This will bring the contract to a not to exceed contract total of $187,517.00. ADH Michael requested the Commission approve the OTAK, Inc. Contract Amendment today to be able to move forward, authorize the Mayor to sign when executed by contractor, and authorize the City Administrator to make the necessary budget adjustments.

Public Comment on Action Item - None

Commissioner Olsen moved to approve the OTAK, Inc. Contract Amendment for engineering services associated with Canyon Creek not to exceed $187,517.00, authorizing the Mayor to sign when executed by the consultant and the City Administrator to make the necessary budget modifications. Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

Administration Reports
Acting City Administrator Look reported that there is a clerical error in adopted Ordinance No. 1822-0213. The date of Monday, March 19, 2013 for the scheduled Public Hearing should be Monday, March 18, 2013. This will be corrected for media publication.

Public Comment - None

Administrative Final Touches - None

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting of Monday, March 4, 2013 at 6:00 p.m.
Adjournment
As there was no further business the meeting was adjourned at 2:25 p.m.

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Mayor Cronce                      City Clerk Look