CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – July 8, 2013
Shelton Civic Center - 2:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Greg Clark, Mark Ziegler, Mike Michael, Kelly Mayo, John Ozga, Dennis McDonald and Wendy Thompson

Mayor Cronce called the meeting to order at 2:00 p.m.

Commission Reports
One or more Commissioners will attend the following activities this week:
• Community Lifeline Meeting
• MACECOM Board Meeting
• Economic Development Council (EDC) Meeting

Public Comment
Mayor Cronce recognized Marilyn Vogler, who spoke on the importance of supporting local businesses.

Consent Agenda
1. Manual Warrant numbered 81301 in the amount of $13,213.22 to Sunset Air, Inc.
2. Resolution No. 1051-0713 – A Resolution of the City of Shelton, Washington, Adopting the Comprehensive Six (6) Year Transportation Improvement
3. Dayton Airport Road Watermain Extension Projects – Final Acceptance Pape & Sons construction, Inc.

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

Old Business - None

New Business -
D Manner Lease Agreement – Shelton Metropolitan Park Department Director Ziegler spoke about the lease agreement between the City of Shelton and D Manner, LLC, for the East one-half portion of the vacated 12th Street Right Of Way, between what is commonly known as the Junior High Apartments and Loop Field. The lease is at the end of its term and needs to be updated. The length of the lease is 10 years at a rate of $1197.07 per year, plus any applicable taxes, payable on or before January 1st of each year. Director Zeigler is requesting the Commission to place the approval of the D Manner Lease on the consent agenda for July 15, 2013.

The Commission concurred to place the D Manner Lease Agreement on the consent agenda for July 15, 2013.

Lodging Tax Revenues Application and Allocation Process – Management Assistant Look reported on proposed changes to Resolution 1052-0713 to Supersede Resolution 902-1006. The proposed changes are as follows:
1. The City of Shelton’s Lodging Tax Advisory Committee (LTAC) can only review and select from applications received by the City’s designated deadline (currently August 31st of each year).
2. The City Commission can only select recipients from the LTAC recommended list.
3. If the city would like to request lodging tax funds for a qualifying activity, it must adhere to the same application submittal deadline.
4. Lodging Fund Application – Section 4: Community Economic Impact. Applicants now must provide estimates of how the funds will increase the number of people traveling away from their place of residence or business and staying overnight in paid accommodations.
6. Allocation Process – Reflected the change: “Lodging tax funds may no longer be spent on capital expenditures for tourism-related facilities owned by non-profit organizations.” The definition of Tourism Promotions will now include the use of lodging tax funds for operating expenditures of tourism-related facilities owned or operated by non-profit organizations.
7. As of July 1, 2013, annual reports will be submitted to the Joint Legislative Audit and Review Committee (JLARC) by March 1st of each calendar year.

MA Look requested that the Commission place Resolution 1052-0713 on the consent agenda for July 15, 2013.

The Commission concurred to place Resolution 1052-0713 on the consent agenda for July 15, 2013.

WWTP Upgrades – City Engineer Michael discussed grant-funded enhancements to the Supervisory Control and Data Acquisition System (SCADA) of the Wastewater Treatment Plant (WWTP). City staff is working with the Design Team to move forward with additional USDA and Commission approved work, which includes the SCADA enhancements. Mike Ollivant and Glen Barcus of Parametrix gave a PowerPoint presentation and video highlighting the Electronic O&M Manual, Asset Management System (CMMS), and Peak Power and Demand Management. Staff is requesting confirmation of the initial target for system enhancement or direction from the Commission in adding or deleting features in order to allow the design team to provide the most accurate scope and budget for the effort. The Commission was impressed with the presentation and the fact that the enhancements will be grant funded with no cost to the City. The Commission directed that the project move forward.

Administration Reports
City Administrator O’Leary reported on the Commissioners’ recent discussion on the idea of a task force to address “homelessness” in Shelton. After talking with local stakeholders, staff has put a report together that includes their concerns in certain behaviors that have been reported:

- Urinating and defecating on public rights of way
- Vandalism
- Sleeping on the sidewalk
- Acting aggressively toward customers and others

Staff also discussed the situation with local social services providers who are trying to help people learn to cope with living in a state of poverty. The most viable solution was to put together a Poverty Task Force. The mission of the task force would be identifying mitigation strategies based on a demographic study on low income people in Downtown Shelton that could be used to lessen the impacts on all stakeholders. Staff will compile and recommend a list of no more than seven members for the Task Force on Poverty, and those members should represent various stakeholders. Community and Economic Director Goins would serve as a working member. CED Director Goins will only manage agendas and produce minutes. The timeline for the group to accomplish its mission will be four months. There will be limited resources available for new programs, so the mitigation strategies should reflect the current economic situation.

General Public Comment
Mayor Cronce recognized Toby Kevin, who expressed his thanks to the City and Commissioners for their willingness to approach the subject of poverty in Shelton.

Mayor Cronce recognized Marilyn Vogler who recommended that the task force should include members of the homeless community.

Administrative Final Touches
CA O’Leary reported that future agenda items are listed on the Looking Ahead in their packet

Announcement of Next Meeting
Mayor Cronce announced the next regular Commission meeting of Monday, July 15, 2013 at 6:00 p.m.

Adjournment
As there was no further business the Commission business meeting was adjourned at 3:10 p.m.

Mayor Cronce
City Clerk Look