

**EXECUTIVE SESSION**  
**Monday, January 11, 2016 1:30 p.m.**  
**Executive Conference Room**  
**Discussion Relating to Potential Purchase of Real Estate**  
**Lasting 20 minutes – No Action to Follow**

The Commission held an Executive Session at 1:30 p.m. for 20 minutes. The Commission, Dave O'Leary, Vicki Look, Cathy Beierle and Steve Goins were in attendance to discuss potential real estate purchase. Ms. Look requested the session be extended for five minutes. The Commission adjourned the Executive session at 1:55 p.m. and no action was taken.

**CITY OF SHELTON, WASHINGTON - CITY COMMISSION**  
Study Session Minutes – Monday, January 11, 2016  
Shelton Civic Center - 2:00 p.m.

Presiding: Mayor Cronce, Commissioner McDowell and Commissioner Moore  
Staff Present: Dave O'Leary, Vicki Look, Steve Goins, Mike Michael, Tim Audorff and Tracy Wilson

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

**Commission Reports**

- Mason County Historical Society 4<sup>th</sup> Quarter Report – Director Kristin Fabry reported that in October the Mason County Historical Society hosted a trip to the Squaxin Island Tribal Museum for a special presentation about their Tribal History. In November, they held the annual Veterans' Day Program, and started a new program to collect stories from Mason County Veterans, which will be located at the museum. Additionally, over \$13,000 in donations and grants was raised through the annual fund drive. In December, the Historical Society took part in the Downtown Shelton Holiday Magic Celebration by handing out prizes and having a book signing. Also in December, they hosted a Chamber of Commerce after hours meeting that about 50 Chamber members attended. Museum staff continues to work on the digital inventory, and on the creation of standard operating procedures for the museum.

In the fourth quarter of 2015, the Museum received 298 visitors, a yearly total of visitors for 2015 were 3302, and they hope to bring in more visitors in 2016.

- Mr. Brandon Bensick, ASB Principal from Choice High School, invited the public to attend a Graduation Matters Kick-off event on January 14, 2016 at 5:30 p.m. at the Civic Center.

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

- Mason Transit Authority Board Orientation
- Parks and Recreation Advisory Board
- United Way Meeting with Carrie Lemon and Darrin Moody
- Housing Coalition Meeting
- KMAS Meeting
- Marijuana Ordinance Investor Meeting
- Graduation Matters Event
- MACECOM Board Meeting
- Chamber of Commerce Annual Gala Event

### **Public Comment**

Mayor Cronic recognized Ms. Lesa Renfro who asked if donated money from tips at food trucks could be used to help feed homeless people. She also asked if the Kristmas Town sign on Highway 3 is being replaced and, if not, she is suggested that it be replaced using the same image.

Mayor Cronic recognized Mason County Commissioner Terri Jeffreys who thanked the Commission for voting for the recertification of the Metropolitan Park District Levy, which was necessary due to a one-time-only Mason County levy shift which reduced the road levy and increase the general levy by exactly the same amount.

Mayor Cronic recognized Ms. Pat Vandehey who spoke about Growth Management Act and the RCW rules that regulate it. She also spoke in general about Shelton's Urban Growth Expansion proposals and asked questions as to whether the State's rules are being correctly followed.

### **Consent Agenda**

1. Vouchers numbered 1444 through 1584, and 10571 through 10594, and 10596 in the amount of \$648,826.82
2. Environmental Consultant Contract between the City of Shelton and Berk Consulting – Authorize the Mayor to approve this contract and the City Administrator to make any necessary budget modifications

***Commissioner McDowell moved to approve the consent agenda; Commissioner Moore seconded the motion. A vote was taken and the motion passed.***

### **Old Business** - None

### **New Business**

1. Growth Management Act Periodic 2016 Comprehensive Plan Update Grant Application – Department of Economic and Community Development Steve Goins said this is a request to receive a grant from the Department of Commerce of \$9,000 to go towards the setup of a work plan to identify the timely completion of work and to complete the mandated review and update the comprehensive plan of growth regulations by June 30, 2016.

***The Commission concurs to place Growth Management Act Periodic 2016 Comprehensive Plan Update Grant Application item on the consent agenda for January 19, 2016.***

2. Community Video Program –Community and Economic Development Director Steve Goins reported that CGI Communications, Inc. is requesting that we allow them to update videos showcasing Shelton which are located on the City's website. Typical video topics include relocation information, an overview of business and industry, and educational and recreational resources. DH Goins reported that the City has the option to remake videos with the same topics, or choose new content. A total of six videos would be produced, including a "welcome" video typically from the Mayor or another city official. The service is free, and includes scriptwriting, videography, editing, and graphic design. The videos are sponsored by advertisers, and would provide an opportunity for local businesses to sponsor and advertise. The City must agree to display the promotional videos for not less than three years as part of the agreement terms. CGI Communications and the City would have the ability to limit sponsors to avoid inappropriate advertisers or offensive content. DH Goins requested the Commission approve the agreement with CGI Communications, Inc., by placing on the consent agenda for January 19, 2016, authorizing the Mayor to sign the Letter of Intent and the agreement.

***The Commission concurs to place the CGI Communications, Inc. agreement on the consent agenda for January 19, 2016, authorizing the Mayor to sign the letter of intent and agreement.***

## **Administration Reports**

1. **Frontage Improvement Requirements** – Community and Economic Development Director Steve Goins discussed an issue regarding a homeowner who is currently obligated to make frontage improvements under the old permit standards. He is now asking for reconsideration to develop under the proposed permit standards. Specifically, the need to incorporate a sidewalk or not. The Commission acknowledged that they are currently in discussions regarding a revision to the permit policy, but nothing has yet been decided. The Mayor concluded that current fee standards would apply to this builder concerning the sidewalk requirement, but the builder is allowed the choice of waiting a month for the moratorium decision as fees may be lower in the future, and a sidewalk may not be required.

2. **Website Development Update** – IT Specialist Tim Audorff reported that the City of Shelton received five proposals in response to a Request for Proposals published November 5, 2015. The proposals were read, reviewed and graded by a committee composed of several staff members. The grading process narrowed the field to Revize and CivicLive. A reference check on both firms was conducted and responses recorded. The two finalists then made full presentations to the review committee. The winning firm named by the committee for contract negotiations was Revize for these reasons:

1. Revize are specialists in website development for government agencies.
2. Their proposed contract costs were under our budget.
3. Website features they offer will greatly enhance the City's website.
4. Revize staff were very responsive to all our requests and questions.
5. Their easy-to-use interface will allow departmental Web Contributors to add content.
6. References contacted spoke highly of their experiences at all phases of their project.
7. Revize lowered their ongoing maintenance costs, and offered a free redesign of the website during the fifth year of the contract.

IT Specialist Audorff said the City signed the contract with Revize today, and will soon schedule the initial meeting to discuss a scope of work and communication plan for the project. Our timeline is geared to launch the revised website by the first week of May.

***The Commission thanked Mr. Audorff for his report.***

## **Public Comment**

Mayor Cronce recognized Ms. Katherine Price who asked if there is a quarterly report concerning the \$250,000 Senator Tim Sheldon acquired to assist communities adversely impacted by recent closures of mills and manufacturing facilities in Mason County.

C.A. O'Leary stated that the reports are public record and can be released once the Commission receives the report.

Mayor Cronce recognized Mr. Toby Kevin who addressed Ms. Renfro's earlier public comment about feeding the homeless by mentioning that St. Edwards Church has a sponsored breakfast program four days a week, and dinner every night. Mr. Kevin then requested an update on the progress of hiring a new City Administrator.

Mayor Cronce stated the Commission is still making decisions about the process and requires more time to talk about their thoughts.

Mayor Cronce recognized Ms. Marilyn Vogler who suggested the establishment of a citizens' advisory committee on the Comprehensive Plan.

Mayor Cronce recognized Mr. Forrest Cooper who reminded the Commission that they should notify the Historic Preservation Board and himself when they decide to replace the Kristmas Town sign on Highway 3. Additionally, he stated he believes one of the City's videos should reference the mill closure and the re-opening of a new mill. On a separate subject, Mr. Cooper stated he believes the changed frontage standards should benefit the applicant, and if the standards restrict the applicant, the applicant should be able to use the original application standards.

Mayor Cronce recognized Mr. Mike Olsen who stated the decision relating to the process of hiring a new City Administrator should be unanimous. He stated he believes C.A. O'Leary should also be used to help the new City Administrator transition into the roll. He insisted the Commission should use a professional agency to help guide the process.

**Administrative Final Touches**

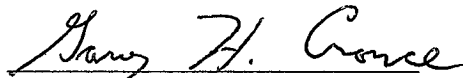
City Engineer Michael stated the City was successful in receiving the Department of Ecology Storm Water Grant last year and documentation should be ready for the Commission next week.

**Announcement of Next Meeting**

Mayor Cronce announced the next regular meeting will be January 19, 2016 at 6:00 p.m.

**Adjournment**

Mayor Cronce adjourned the meeting at 3:05 p.m.

  
Mayor Counce

  
City Clerk Look