



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes

July 7, 2020 – 6:00 p.m.

Virtual Platform

COUNCILMEMBERS AND PERSONNEL PRESENT

Councilmembers:

Mayor Kevin Dorcy
Deputy Mayor Deidre Peterson
James Boad
Megan Fiess
Eric Onisko
Joe Schmit

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Public Works Director Jay Harris
Community Development Director Mark Ziegler
Finance Director Aaron BeMiller
Police Chief Darrin Moody
City Engineer Ken Gill

CALL TO ORDER

Call to order – 6:00 p.m.

Pledge of Allegiance – Councilmember Fiess

Roll Call: City Clerk Nault – Absent: Councilmember McDowell

LATE CHANGES TO THE AGENDA

No changes to the agenda

CONSENT AGENDA

1. Voucher number 102393 in the amount of \$3,454.95
2. Vouchers numbered 102394 through 102421 in the amount of \$124,224.20
3. Vouchers numbered 102429 through 102480 in the amount of \$97,047.93
4. Payroll warrants numbered 3877 and 3880 through 5171 through 5217 and 5218 through 5328. Warrants 101925 through 101946 in the amount of \$753,233.75
5. Payroll warrants numbered 3881 and 5329 through 5371 and 5372 through 5478. Warrants 102147 through 102163 and 102164 through 102166 in the amount of \$759,536.00
6. Payroll warrants numbered 3882 and 5479 through 5523 and 5524 through 5629. Warrants 102317 through 102336 in the amount of \$763,050.83
7. Minutes of Regular Business Meeting – January 21, 2020
8. Minutes of Regular Business Meeting – March 3, 2020

A motion was made by Deputy Mayor Peterson and seconded by Councilmember Schmit to approve the Consent Agenda. Passed.

PRESENTATIONS

- ~~1. Residential Owned Communities – Presented by Housing Co-op Development Specialist Miles Nowlin (Because of the virtual platform used for this meeting, this presentation is scheduled for the next regular business meeting on July 21, 2020)~~
2. Bullet List of Potential Code Changes – Presented by Community Development Director Mark Ziegler

Community Development Director Ziegler reported the Shelton Municipal Code (SMC) contains the rules, regulations or codes enacted into law by City Council. As time and conditions change, the SMC is updated to account for state and/or federal requirements,

public safety and health. Staff is undertaking a wholesale review and is requesting the City Council review the codes that have been identified for changes and provide direction. Council commented or asked the following questions:

The cleanup should assist in navigating the SMC and not be an arduous process for the layperson.

Changes to the SMC that have financial implications should involve city residents in the discussion process.

City Manager Niten reported financial impacts would be assessed as part of each SMC update. Work sessions and community meetings will be a part of the process.

Mayor Dorcy recessed the regular meeting to open a public hearing on Ordinance No. 1949-0220 – Single Room Occupancy.

BUSINESS AGENDA

1. Public Hearing – Ordinance No. 1949-0220 Single Room Occupancy (SRO) – presented by Community Development Director Mark Ziegler

The City entered into a lease agreement with Panza (Quixote Communities) for approximately 3.233 acres located on the North side of town near Shelton Springs Road and North 13th Street intersection for the development of a housing program and ancillary services for homeless veterans. The lease agreement stipulates SMC compliance with development standards and the necessary amendments to allow SRO as defined.

City Manager Niten stated the intent is to apply Ordinance No. 1949-0220 to “only” the Tiny Homes Village.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

City Clerk Nault provided the first reading of Ordinance No. 1949-0220.

Council concurred to move this item to the July 21, 2020 Action Agenda. Mayor Dorcy closed the public hearing and resumed the regular business meeting.

2. Resolution No. 1160-0620 Master Fee Schedule Update – presented by City Manager Jeff Niten

Resolution No. 1160-0620 is a companion to Ordinance No. 1949-0220. The Master Fee Schedule will be updated once a year to coincide with budget preparations. The update allows developments conforming to the Single Room Occupancy (SRO) Code to connect to water and waste water systems at a 25 percent rate compared to a typical single family home.

Council commented or asked the following questions:

Is the rate based on square footage and if there is a one-bedroom, would that qualify?

City Manager Niten reported the rate is based on square footage and a one-bedroom house would not qualify.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

Council concurred to move this item to the July 21, 2020 Action Agenda.

3. Resolution No. 1161-0620 Surplus Vehicles – presented by Police Chief Darrin Moody

The Police Department has three patrol vehicles that have exceeded their lifespan. The vehicles have become costly to maintain and are not safe to continue using. The estimated value of the three patrol vehicles is approximately \$6,000.

Central Mason Fire and Emergency Medical Services has two fire engines and one pickup truck that are surplus. The estimated value is approximately \$11,500. The vehicles will be returned to the City for auction.

Council commented or asked the following questions:

What is the process for the sale of the fire trucks?

City Manager Niten reported the Finance Department would process the sale through <https://www.govdeals.com>.

Will the funds from the sale go to the General fund or the Emergency Management Services (EMS) fund?

City Manager Niten reported the fire assets would go to the EMS fund and the police vehicles would go to the General Fund.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

Council concurred to move this item to the July 21, 2020 Action Agenda.

4. Resolution No. 1162-0620 Basin 3 Sewer Rehabilitation Project Final Acceptance – presented by City Engineer Ken Gill

A contract was awarded to Pivetta Brothers Construction. The project was determined to have achieved physical completion on April 16, 2020. All documentation required by the contract and law have been furnished by the contractor.

Council commented or asked the following questions:

Were there any liquidated damages from the project?

City Engineer Gill reported he was unaware of any damages.

Due to the virtual platform, there was a 30-second delay before any decision to allow for public comment. No public comment.

Council concurred to move this item to the July 21, 2020 Action Agenda.

5. Resolution No. 1163-0620 Satellite Waste Water Treatment Plant – Reclaimed Tank Design Contract Amendment No. 1 – presented by City Engineer Ken Gill

On March 17, 2020, City Council adopted Resolution No. 1156-0320 approving the Interlocal Agreement (ILA) with Squaxin Island Tribe. The contract with Gray & Osborne, Inc., (G&O) needs to be amended to provide additional scope, budget and time to better align the project with the tasks identified in the ILA. G&O has submitted Amendment No. 1 to the contract for a cost not to exceed \$96,000.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

Council concurred to move this item to the July 21, 2020 Action Agenda.

6. Resolution No. 1164-0620 Sewer Comp Plan Contract Amendment No. 1 – presented by City Engineer Ken Gill

City Council adopted Resolution No. 1156-0320 approving an Interlocal Agreement (ILA) with the Squaxin Island Tribe for planning and design of reclaimed water and wastewater conveyance facilities. Due to the ILA and funding assistance from the Tribe, it was determined the contract needed to be amended, which provides additional scope to better align the project with Task 2 in the ILA.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

Council concurred to move this item to the July 21, 2020 Action Agenda.

ACTION AGENDA

1. Resolution No. 1159-0620 Washington State Department of Transportation (WSDOT) Six-Year Transportation Improvement Program (TIP) – presented by City Engineer Ken Gill

Washington State law requires the annual adoption of the Six-Year TIP take place after a public hearing and after adoption, it be submitted to the WSDOT within 30 days of its passage.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

City Clerk Nault provided the first reading of Ordinance No. 1159-0620.

A motion was made by Councilmember Schmit and seconded by Councilmember Onisko authorizing Mayor Dorcy to sign Resolution No. 1159-0620. Passed.

2. Mason Transit Authority (MTA) Parking Lot Retrofit Project Change Order No. 1 – presented by City Engineer Ken Gill

Mason Conservation District (MCD) commenced design of the project and initiated soil testing. It was determined the project area contained contaminated soils. The Department of Ecology worked with MCD to develop an approach to clean-up the contaminated soils. Change Order No. 1 is the cost for removal and disposal of contaminated soils from the project site.

Council commented or asked the following questions:

Was the funding received by grant for removal of contaminated soils?

Ken Gill reported the grant did not cover removal, but the cost of the removal was covered by MTA.

Due to the virtual platform, there was a 30-second delay before any decision, to allow for public comment. No public comment.

City Clerk Donna Nault provided the first reading of Resolution No. 1165-0620.

A motion was made by Councilmember Megan Fiess and seconded by Councilmember Onisko authorizing Mayor Dorcy to sign Resolution No. 1165-0620. Passed.

3. Coronavirus Relief Funds for Local Government – presented by City Manager Jeff Niten

There is a contract between the City and the Washington State Department of Commerce (DOC) that allows the city to request reimbursement funds provided by the Federal Government. Through the state, the DOC is releasing funding from the CARES Act to municipalities. The city is eligible for \$306,600. Signing the contract would give the City authority to request reimbursement from the DOC as long as the reimbursement is completed by October 31, 2020.

Due to the virtual platform, there was a 30-second delay before any decision to allow for public comment. No public comment.

A motion was made by Councilmember Schmit and seconded by Deputy Mayor Peterson. Passed.

ADMINISTRATIVE REPORTS

City Manager Report – presented by City Manager Jeff Niten

- Notification was received from the Department of Ecology the grant request for the C Street Landfill project has been approved. City Council and City Manager Niten

congratulated Public Works department staff members Ken Gill and Brooke Kilts for their work on this project.

- The Open Public Meetings Act Proclamation issued by Governor Inslee was scheduled to expire on July 1, 2020, but has been extended for another week. Because the City is at Phase III, City Council is able to meet in person if an extensive list of requirements are met. The requirements will be further researched and communicated with City Council during their briefings next week.

ANNOUNCEMENT OF NEXT MEETING

Next Meeting – July 21, 2020 at 6:00 p.m.

ADJOURN

As there was no further business, Mayor Dorcy adjourned the meeting at 7:04 p.m.



Mayor Kevin Dorcy



City Clerk Donna Nault

