



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes

July 21, 2020 – 6:00 p.m.

Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Public Works Director Jay Harris
Community Development Director Mark Ziegler
City Engineer Ken Gill
Police Chief Darrin Moody
Fire Chief Mike Patti

CALL TO ORDER

Call to order – 6:00 p.m.

Pledge of Allegiance – Councilmember McDowell

Roll Call: City Clerk Nault – All present. Councilmember Fiess arrived late

LATE CHANGES TO THE AGENDA

No late changes.

City Manager Jeff Niten addressed recent changes in the Governor's Orders

On July 20, 2020, news reports stated the city had gone beyond the Governor's Orders in closing park playground equipment. Governor Inslee issued a statement on July 16, 2020, which reduced gatherings of Phase III counties from 50 to 10 people outside an individual's household per week. Because there is adequate opportunity for social distancing in the parks, they remain open. However, there is no way to socially distance or maintain a total limit of 10 people outside of a household while children are on the playground equipment. The City is trying to take into consideration every accommodation possible to help the community, and the wider-based County community, work through the pandemic with as little disruption as possible and avoid harsher consequences. There have been comments made that can be perceived as threatening to City Council. We can agree or disagree with each other and accomplish that in a respectful manner, but the latter is not how we do business at the City. Anyone with comments or concerns, should direct them to the City Manager either by telephone, in-person, or by email.

City Council commented or asked the following questions:

Do these changes include recreational activities and co-ed baseball?

The City and County are currently in Phase III of the Safe Start Program, which is fifty or fewer people. The Governor's statement last week reduced that number from 50 people to 10 people per week outside a household.

The Governor's website has not been updated to reflect this recent change.

City Manager Niten will reach out to the Governor's Office due to the confusion; however, reported he had seen the updated graphic and is unsure why the information has not been published.



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A webinar sponsored by the Governor's Office indicated the COVID-19 epidemic is growing throughout the State and is growing in numbers among children. Because the public will not always have information available immediately, it is our job to balance our decision-making based on demographics, the business community, and our citizens.

Mayor Dorcy – Guinness Book of World Records

A certificate from the Guinness Book of World Records. The certificate recognizes "The largest display of illuminated Christmas trees consisting of 797 trees," which was achieved by Mason County and in Shelton Washington (USA) December 7, 2019.

City Council recognized Rachel Hansen, Shelton-Mason County Chamber of Commerce, and volunteers for the success of 2019 Christmas Town USA.

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 Councilmember Schmit and seconded by Councilmember Onisko to approve the Consent Agenda as published. Passed.

BUSINESS AGENDA

1. Olympic Region Local Programs Project Administration Agreement (Access Shelton Phase III-B) – Presented by City Engineer Ken Gill

In June 2019, the City received notice of an award of \$650,000 from the Washington Department of Transportation (WSDOT) Local Programs Office for completion of Access Shelton Phase III-B. Between November 2019 and January 2020, the City received notices from WSDOT placing a hold on the previously awarded funds due to budget issues. In March 2020, a new notice was received from WSDOT unpausing the funds. Prior to receiving a funding agreement with WSDOT, there is a requirement for the City to sign the Olympic Region Local Programs Project Administration Agreement acknowledging the steps and procedures the City needs to perform.

City Council commented or asked the following questions:

Will the design of the roundabout be level?

The City is at 30 percent of the project and the design information will be shared with City Council in the near future.



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Since this is an administrative step, and there have been delays in construction, would there be any concerns with moving this forward to the action agenda?

The City has a three-touch rule. If the majority agrees, the motion would be to request City Council waive the third touch and approve it this evening.

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

City Council made the following comments:

By bypassing the three-touch rule, it would set a precedent to do so in the future.

This project has come before City Council many times. It is important to give Staff the necessary time to begin the project and create jobs in the community.

This project does not represent a change in policy or obligation of City funds, and there will be more time in the future for public input.

A motion was made by Councilmember Schmit and seconded by Councilmember Onisko. Councilmember McDowell opposed. Passed.

ACTION AGENDA

1. Civic Center Rotating Art Gallery – Presented by Community Development Director Mark Ziegler

The Arts Commission advertised for submittal of art for placement in the Civic Center Rotating Art Gallery. The Arts Commission is recommending placement of five pieces of art.

City Council commented or asked the following questions:

Is there the capacity on the City's social media platforms to display the pieces of art?

City Manager Niten stated one piece of art a week could be highlighted on the City's social media platforms.

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 Schmitt and seconded by Deputy Mayor Peterson. Passed.

2. 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 for the development of a housing program and ancillary services for homeless veterans. The lease agreement stipulates Shelton Municipal Code (SMC) compliance with development standards, and the necessary amendments to allow SRO. SMC requires amendments to meet the intent, and allow for the construction of housing units outlined in the lease agreement.



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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 Councilmember Onisko. Passed.

3. 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. This update allows developments conforming to the Single Room Occupancy code to connect to water and waste water systems at a 25 percent rate compared to a typical single family home.

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 second reading of Ordinance No. 1160-0620 Master Fee Schedule Update.

A motion was made by Councilmember Onisko and seconded by Councilmember McDowell. Passed.

4. 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 estimated value of the three patrol vehicles is approximately \$6,000. Central Mason Fire and Emergency Medical Services have two fire engines and one pickup truck that have exceeded their lifespan. The estimated value is approximately \$11,500.

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 second reading of Ordinance No. 1161-0620.

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

5. Resolution No. 1162-0620 Basin 3 Final Sewer Rehabilitation Final Acceptance – Presented by City Engineer Ken Gill

A contract for the Basin 3 Sewer Rehabilitation Project was awarded to Pivetta Brothers Construction. The project was completed on April 16, 2020. All documentation required by the contract and law, have been furnished by the contractor and the resolution is the final document requiring Mayor Dorcy's signature.

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 a reading of Resolution No. 1162-0620.



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

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

The contract with Gray & Osborne Inc., required amendments to provide additional scope, budget and time to align the project with the tasks identified in the Interlocal Agreement with the Squaxin Island Tribe.

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 a reading of Resolution No. 1163-0620.

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

7. 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 (Tribe) for planning and design of reclaimed water and wastewater conveyance facilities. Due to the ILA and funding assistance from the Tribe, the amendment provides additional scope to better align the project with the ILA.

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 a reading of Resolution No. 1164-0620.

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

ADMINISTRATIVE REPORTS

1. City Manager Report

CARES Act Reimbursement Fund Update:

Payroll Expenses – funds are permitted to be used for payroll expenses if a person was required to be home, but was unable to work. The majority of City staff were able to work from home, but several employees were not. Funds will be used for those employees' payroll costs.

Personal Protective Equipment – Funds will be used for the cost of the tempered glass at the customer service counter areas that will ensure employees and the community are served safely.

Modernized Infrastructure Systems – The City is working with several vendors to see demonstrations and select a vendor that can meet the needs of the City, now and in the future. Digitizing records will assist in the transparency of searchable information by the community. An online permitting portal would also be a valuable tool for economic development projects.



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City Council asked the following questions:

Is there an established date of when the funds from the CARES Act Reimbursement Fund will expire?

The expiration date is October 31, 2020.

ANNOUNCEMENT OF NEXT MEETING

Next Meeting – August 4, 2020 at 6:00 p.m.

ADJOURN

Meeting adjourned at 6:51 p.m.

A handwritten signature in blue ink that reads "Kevin Dorcy".

Mayor Kevin Dorcy

A handwritten signature in blue ink that reads "Donna Nault".

City Clerk Donna Nault