



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes

October 06, 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
Finance Director Aaron BeMiller
City Engineer Ken Gill

CALL TO ORDER

Call to Order – 6:00 p.m.

Pledge of Allegiance – Councilmember McDowell

Roll Call: City Clerk Nault – All present

LATE CHANGES TO THE AGENDA

City Manager Niten – Action Agenda as Item No. 5 – Resolution No. 1176-1020 Small Business Grant Memorandum of Understanding

Mayor Dorcy – The public is able to make comments on both the business and action agenda. There are three options for the public to participate in the meeting: (1) join the Zoom meeting by clicking on the link on the city's website, (2) email jeff.niten@sheltonwa.gov; and, (3) by calling 360-432-5105.

CONSENT AGENDA

1. Voucher numbered 103023 in the amount of \$11,642.59
2. Vouchers numbered 103024 through 103077 in the total amount of \$183,043.31
3. Vouchers numbered 103080 through 103130 in the total amount of \$234,126.55
4. Vouchers numbered 103143 through 103193 in the total amount of \$148,097.91
5. Payroll warrants numbered 3885 through 3886 and 5930 through 5973 and 5974 through 6080. Warrants 102966 through 102986 in the amount of \$749,780.43

A motion was made by Councilmember Fiess and second by Councilmember Onisko to approve the Consent Agenda as published. Passed.

GENERAL PUBLIC COMMENTS

Dale Elmlund

PRESENTATIONS

1. Proclamation Clean Energy Community – read by Deputy Mayor Peterson

BUSINESS AGENDA

1. Lodging Tax Advisory Committee (LTAC) Grant Recommendations – presented by City Clerk Donna Nault

Deputy Mayor Peterson recused herself due to a potential conflict of interest.

The LTAC is recommending 2021 tourism grant funds be awarded as follows:



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<i>Kristmas town Kiwanis – Bluegrass from the Forest</i>	\$ 6,300.00
<i>Mason County Forest Festival Association</i>	\$ 8,910.00
<i>Mason County Historical Museum/Visitor Center</i>	\$11,250.00
<i>Mason County Historical Society – Downtown Car Show/Ice Cream Social</i>	\$ 1,782.00
<i>NW Event Organizers/Kristmas Town Kiwanis – Christmas Town 2020</i>	\$12,330.00
<i>Shelton-Mason County Chamber of Commerce Visitors Center</i>	\$18,000.00
<i>Shelton-Mason County Chamber of Commerce WSDOT Gateway Signage</i>	<u>\$ 3,307.50</u>
<u>Total grant recommendations for 2020/2021</u>	<u>\$61,879.50</u>

City Council had the following comments or questions:

Is Christmas Town listed incorrectly? It is showing 2020 instead of 2021?

Due to the time of year for Christmas, an exception was made last year by City Council to fund the Christmas Town 2019 project from the 2020 tourism fund budget. This year, Christmas Town 2020 would be handled the same.

For the events that were funded last year, but did not occur due to the health emergency, what happened to those funds?

Due to the public health emergency with COVID-19, if money was appropriated and the event did not take place, the monies are returned to the tourism fund budget as not expended.

Why is the Hanson Overlook Park project not on the request for financial assistance this year?

The tourism funds requested last year were for the Beauchamp Santa at Overlook Park. No further funds were requested for that specific project.

I noticed there were only seven applications received this year. Can the City promote things like this using advertising and marketing strategies to cast a wider net?

This can be looked at further during the next year’s tourism grant application process.

Due to the virtual platform, there was a 30-second delay before any decision to allow for public comment. Dale Elmlund made a public comment on this business item.

City Council concurred to place this item on the October 20, 2020 action agenda.

Deputy Mayor Peterson returned to the business meeting.

ACTION AGENDA

1. Resolution No. 1173-0920 Cancelling 2020 Chip Seal Contract and Rejecting All Bids – Presented by City Engineer Ken Gill

City Council awarded the 2020 Chip Seal Project Schedule-A to Doolittle Construction on September 1, 2020. Doolittle Construction expressed concerns that the forecasted weather would not be ideal to provide a quality product and requested the City allow them to complete the project in 2021. City staff plans to re-bid the project next year with the same two schedules.



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City Council had the following comments or questions:

Was the quantity of work too small at the 13th Street area for them to come over?

No. They want to stand behind their work and not put out a product that will peel up.

What was the timeframe from approval of the contract to when it was decided they could not do the work?

It was approved on September 1, 2020, and then maybe a week or two after that.

It is atypical for us to be entering into the chip seal contract late in the year. In the future, this should be something we get on the calendar and approve earlier to allow more flexibility in the schedule with the weather.

City Manager Niten – This year we did not want to expend funds while navigating through COVID, which caused it to be late. The Council approved the contract on September 1, 2020, and September 18, 2020 is when it was decided to cancel the project.

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 reading of Resolution No. 1173-0920.

A motion was made by Councilmember Onisko and seconded by Councilmember McDowell to adopt Resolution No. 1173-0920. Passed.

Mayor Dorcy recessed from the regular meeting to open a public hearing.

2. Public Hearing – Ordinance No. 1955-0820 Bond Refunding – Presented by Finance Director Aaron BeMiller

This Ordinance states the City Council's desire to move forward with refunding and name the City's Finance Director as the designated representative to approve and finalize the bond sale. The bonds are scheduled to be sold on October 14, 2020, and close on October 28, 2020. The City has been affirmed with an A+ rating from Standards & Poor's.

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

City Clerk Nault provided the second reading of Ordinance No. 1955-0820.

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

Mayor Dorcy closed this public hearing, and opened a public hearing regarding Ordinance No. 1956-0920.

3. Public Hearing – Ordinance No. 1956-0920 Cable Television Franchise Agreement – Presented by City Manager Jeff Niten

City staff, representatives of Comcast Cable Communications and Hood Canal Communications, have been working toward a new franchise agreements to benefit the citizens



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of Shelton, protect the City's interests, and the individual utilities' needs. The City has worked to ensure that provisions of each agreement provide adequate protection of the public right-of-way, and the City's ability to require movement of utilities consistent with City needs.

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

City Clerk Nault provided the second reading of Ordinance No. 1956-0920.

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

Mayor Dorcy closed the public hearing and resumed the regular meeting.

4. CARES Act Contract Supplemental – Presented by City Manager Jeff Niten

The CARES Act was approved by the federal government and provided for direct funding to states and local governments. Washington State then shares the funding received with local municipal governments, based on a formula developed by the U.S. Department of Treasury. The City of Shelton's initial share of the funding was \$306,600. The supplemental contract provides an additional \$153,300 for a total of \$459,900. In order to request reimbursement, the City Manager is required to sign the contract and submitted it to the Department of Commerce.

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 Deputy Mayor Peterson and seconded by Councilmember Onisko. Passed.

5. Resolution No. 1176-1020 Small Business Grant Program Memorandum of Understanding
Presented by City Manager Jeff Niten

The City has been working on a small business grant program with the Economic Development Council of Mason County (EDCMC). The small business grant will assist businesses until the national public health crisis has been addressed. The CARES Act monies provide \$40,000 to the EDCMC that can be disbursed in increments of \$2,500 to eligible small businesses.

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

City Council had the following comments or questions:

What are the eligibility requirements?

They have been kept very broad. Twenty employees or less, local ownership in Mason County, and preserve local businesses and jobs.

What is the total number of grants we anticipate? 16

City Clerk Nault provided the reading of Resolution No. 1176-1020.



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A motion was made by Councilmember Onisko, and seconded by Councilmember Fiess. Passed.

ADMINISTRATIVE REPORT:

City Manager Report – Presented by City Manager Jeff Niten

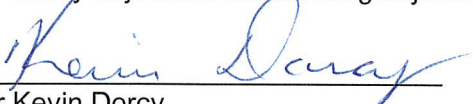
1. Land use approvals were received for the new Wendy's and Starbucks. The first round of building comments have been submitted back to both companies.
2. Recruitment of Police Chief – Sixteen applications were received from around the country. They were reviewed and narrowed to eight candidates. The community and staff panel interviews are scheduled for October 12th and 13th. The finalists will be referred to City Manager Niten. The finalists will be asked to produce a two to five minute video, which will be viewable by City Council and the public. A virtual meet-and-greet will occur on October 21, 2020. Finalist will be interviewed on October 23, 2020, with the announcement of a candidate in early November.
3. Two compliments were received from the community for Public Works employee Todd Rhodes. He went above and beyond his specified duties to help people and address concerns.
4. Peninsula Credit Union received a CDFI grant. The grant is specifically for affordable and workforce housing in the community. The City will be working with the credit union on this endeavor.

ANNOUNCEMENT OF NEXT MEETING

Next Meeting: October 20, 2020, at 6:00 p.m.

ADJOURN

Mayor Dorcy adjourned the meeting adjourned at 6:55 p.m.



Mayor Kevin Dorcy



City Clerk Donna Nault

