



CITY OF SHELTON, WASHINGTON - CITY COUNCIL
City Council Meeting Minutes
December 15, 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
Administrative Services Director Michelle Sutherland
Public Works Director Jay Harris
Public Works Administrative Manager Brooke Kilts
Accounting Manager Teri Schnitzer
Finance Specialist Don Kuismi
Police Chief Darrin Moody
Central Mason Fire Chief Mike Patti
Community Development Director Mark Ziegler

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: Mayor Dorcy
Roll Call: City Clerk Nault – All present

LATE CHANGES TO THE AGENDA

No changes.

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. Vouchers numbered 103615 through 103637 in the amount of \$167,935.12
2. Vouchers numbered 103643 through 103696 in the total amount of \$451,416.17
3. Payroll Warrants numbered 3889 through 3890 and 6229 through 6269 and 6270 through 6373. Warrants 103447 through 103467 in the amount of \$760,241.42
4. Minutes:
 - Business Meeting of September 15, 2020
 - Business Meeting of October 20, 2020
5. Shelton-Mason County Chamber of Commerce 3rd Quarter LTAC Report – Written by President/CEO Heidi McCutcheon

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

GENERAL PUBLIC COMMENT

No public comments.

PRESENTATIONS:

1. Stormwater Update – Presented by Public Works Director Jay Harris & Administrative Manager Brooke Kilts

An introductory summary of the City's existing rate structure and inequities for impervious areas by square footage was provided. In the future there will be presentations that include; revenue requirements, an updated rate structure, and general facilities charge information.

City Council had the following comments/questions:

- **Definition of impervious surfaces.**
- **Impact of rate changes on small businesses.**
- **Duration of time the inequities have been in effect.**
- **What a linear structure would look like without rate steps.**
- **Communications with businesses and the community.**
- **Impacts and incentives to future business development.**
- **Ecological and biological control of impacts from stormwater runoff.**

City staff will look into the original effective date of the existing rate structure. FCS Group will be present at the City Council meeting on January 19, 2021. Staff is currently in the information gathering process and will have additional information for the upcoming meeting.

2. City of Shelton Business Plan – Presented by Administrative Services Director Michelle Sutherland

Administrative Services Director Sutherland presented the City's six-year business plan. The department goals outlined in the Plan are consistent with the city-wide goals and objectives adopted by City Council.

3. 2021 Work Plan – Presented by City Manager Jeff Niten

City Manager Niten presented the 2021 City of Shelton Work Program, which highlighted the items and programs each department will undertake. The Work Plan is designed to maintain existing community assets, strengthen the capabilities of the team, and set a sustainable course for the City of Shelton's future.

BUSINESS AGENDA

1. Resolution No. 1185-1120 Amending Petty Cash Monies – Presented by Accounting Manager Teri Schnitzer

Petty Cash Resolution No. 959-0608 sets petty cash limits at \$3,500 and is in need of updating. Resolution No. 1182-1120 updates the petty cash limit to \$1,400, which is a \$2,100 reduction due to the Police Department no longer handling cash transactions. Due to the virtual platform, there was a 30-second delay to allow for public comment. **No public comment.**

City Council concurred to move this item to the action agenda on January 5, 2021.

2. Resolution No. 1185-1220 Kubota Membrane Purchase – Presented by Public Works Director Jay Harris

Three tanks have been in place since the construction of the Water Treatment Plant, which was 10 years ago and are in need of replacement. Kubota Membrane USA was deemed as the sole source distributor on August 20, 2019, through Resolution No. 1150-0719. The approved 2021 Budget authorizes \$425,000 to be spent on upgrading the remaining two tanks. If a Purchase order is provided by January 31, 2021, there would be a savings to the City of almost \$25,000.

City Council had the following comments/questions:

- **Are the existing tanks being replaced with new technology ceramic filters?**

Public Works Director Harris reported there is not mass manufacturing or approval of the new technology for ceramic filters. Gray & Osborne, the City's consultants, have suggested waiting on the newer technology until it had received full approval. Due to the virtual platform, there was a 30-second delay to allow for public comment. **No public comment.**

City Council concurred to move this item to the action agenda on January 5, 2021.

ACTION AGENDA

1. Ordinance No. 1950-0320 Budget Amendment for 2020 – Presented by Finance Specialist Don Kuismi

Finance Specialist Kuismi provided an overview of Ordinance No. 1950-0320, which increases expenditure authority of the Tourism and Sewer Funds and increases the General Fund by one full-time employee. Due to the virtual platform, there was a 30-second delay to allow for public comment. **No public comment.**

City Clerk Nault provided the second reading of Ordinance No. 1950-0320.

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

ADMINISTRATIVE REPORT:

City Manager Report – Presented by City Manager Jeff Niten

1. Don Kuismi – Graduation from the RDI program.
2. City of Shelton's Annual Report – The report will be completed the last week in January 2021. The format will be a digital version with printed copies available upon request.
3. Congressman Kilmer contacted the City to inquire on any needs the City has at this time. It was shared a preference for essential employees, especially those working with the public, should be high on the list of the upcoming release of the COVID-19 vaccination.
5. Virtual City Council meetings have been extended through March. It is anticipated there may be a need for future extensions.
6. Employee of the Year – Public Works employee Todd Rhodes.


Mayor Dorcy reported City Manager Niten was given his annual evaluation and City Council decided unanimously to give a 5% bonus.

ANNOUNCEMENT OF NEXT MEETING

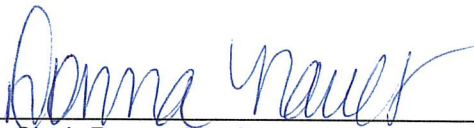
January 5, 2021 at 6:00 p.m.

ADJOURN

Mayor Dorcy adjourned the meeting at 7:02 p.m.



Mayor Kevin Dorcy



City Clerk Donna Nault