



CITY OF SHELTON, WASHINGTON - CITY COUNCIL
City Council Meeting Minutes
January 5, 2021 – 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
Community Development Director Mark Ziegler
Public Works Director Jay Harris
Finance Director Aaron BeMiller
Accounting Manager Teri Schnitzer

CALL TO ORDER

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

LATE CHANGES TO THE AGENDA,

No late 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.

1. **Councilmember Boards & Committees Assignments – Presented by City Manager Jeff Niten**

Mayor Dorcy

- Lodging Tax Advisory Committee
- Mason Transit Authority Board

Deputy Mayor Peterson

- Peninsula Regional Transportation Planning Organization

Councilmember Boad

- Mason County Criminal Justice Working Team

Councilmember Fiess

- Opioid Stake Holders Meeting

Councilmember McDowell

- Law Enforcement Officers & Fire Fighters (LEOFF) Board
- Mason County Board of Health Meeting

Councilmember Onisko

- Emergency Food & Shelter Committee
- Mason County Housing and Behavioral Health Advisory Board

Councilmember Schmit

- Economic Development Council
- MACECOM Legislative and Governing Board

- Mason County EMS & Trauma Council

All Councilmembers

- Emergency Planning Committee
- The Shelton Metropolitan Park District.

2. City Council Reports

City Councilmembers attended or participated in the following:

- November 2020 AWC Managing Risks Associated with Homelessness Seminar
- December Watershed Restoration and Enhancement Committee Meeting
- Housing Behavioral Health & Advisory Board
- Senior Services Committee for Mason County and South Sound area
- Mason Transit Authority Meeting

CONSENT AGENDA

1. Voucher numbered 103730 in the amount of \$6,281.76
2. Vouchers numbered 103731 through 103781 in the total amount of \$130,678.51
3. Vouchers numbered 103782 through 103838 in the total amount of \$322,011.44
4. Minutes:
 - Business Meeting of November 3, 2020
 - Business Meeting of November 17, 2020

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

GENERAL PUBLIC COMMENT

No public comments

BUSINESS AGENDA

1. Eagle Point Park Master Plan – Presented by Community Development Director Mark Ziegler

Community Development Director Ziegler provided an overview of the City's 2016 acquisition of the Eagle Point Park property. A request for qualifications was published on September 16, 2020. Ten firms responded with Consultant Robert W. Droll having the highest score. Staff is requesting this item be moved to the January 19, 2021 action agenda. No public comment.

A motion was made by Councilmember Schmit and seconded by Deputy Mayor Peterson to move this item to the January 19, 2021 action agenda. Passed.

Mayor Dorcy recessed from the regular meeting and opened a public hearing on Ordinance No. 1959-1120.

2. Public Hearing – Ordinance No. 1959-1120 Franchise Agreement Mason County – Presented by Public Works Director Jay Harris

Public Works Director Harris reported the previous Franchise Agreement was executed in 2007 and expired in 2017. The new Agreement provides an initial ten-year term and will automatically renew for periods of five years, unless cancelled by either party. No public testimony

City Clerk Nault provided the first reading of Ordinance No. 1959-1120.

A motion was made by Councilmember Schmit and seconded by Councilmember Onisko to move this item to the January 19, 2021 action agenda. Passed.

Mayor Dorcy closed the public hearing and opened a public hearing on Ordinance No. 1960-1120.

3. Public Hearing – Ordinance No. 1960-1120 Amending Shelton Municipal Code Chapter 3.52 – Presented by Finance Director Aaron BeMiller

Finance Director BeMiller reported the Ordinance would change the B&O tax exemption for non-profit organizations who are exempt from federal income tax. The Ordinance would change the current exemption to “all” non-profit organizations as exempt, and the change would be made retroactive to January 1, 2020. The City follows the B&O Tax Model Ordinance, however, the Model Ordinance allows cities to deviate from the non-mandatory provisions of the Ordinance. No public testimony.

City Clerk Nault provided the first reading of Ordinance No. 1960-1120.

A motion was made by Councilmember Schmit and seconded by Councilmember Fiess to move this item to the January 19, 2021 action agenda. Passed.

Mayor Dorcy closed the public hearing and opened a public hearing on Ordinance No. 1962-1220.

4. Public Hearing – Ordinance No. 1962-1220 Workforce Housing Development Project – Presented by City Manager Jeff Niten

City Manager Niten reported the City of Shelton staff and representatives from EquityPlus, LLC, have been in discussions to develop workforce housing units to benefit the citizens of Shelton, and the wider region, on property currently owned by the City of Shelton’s water fund. At a conceptual level, the workforce housing development consists of up to 400 detached single-family housing units, and would be available to residents making up to 80% of area median income (AMI). The Development would incorporate public pedestrian trail systems, a public mountain bike skills course, and a 30,000 square foot trail head and parking for the public.

Overview of EquityPlus, LLC. – Presented by Owner, Avram Fechter

Mr. Fechter provided an overview of EquityPlus, LLC, information on the definition of low-income housing, and how the low-income housing tax credit (LIHTC) interfaces with real estate development.

PUBLIC TESTIMONY

John Johnson
Kyle Cronk
Mike Fox
Jim Morrell
Gary Miner
Trish McCoy

Jef Conklin
Todd Fague
Amy Roswall
Ryan Scoles
Porter Family – via email

City Clerk Nault provided the first reading of Ordinance No. 1962-1220.

City Council requested City Manager Niten address concerns brought forward during public testimony. Much discussion followed and the Council concurred to hold an additional public hearing on January 19, 2021.

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

5. Resolution No. 1184-1120 Master Fee Schedule Update – Presented by Finance Director Aaron BeMiller

Finance Director BeMiller reported the City annually updates fees to incorporate changes in the cost to provide city services and it eliminate fees for services that are no longer relevant. No public comment.

A motion was made by Councilmember Schmit and seconded by Councilmember Onisko to move this item to the January 19, 2021 action agenda. Passed.

6. Contracts for Supplemental Building Code Services – Presented by Community Development Director Mark Ziegler

Community Development Director Mark Ziegler reported supplemental building code services are needed in order to maintain reasonable review times, inspection schedules, and provide supplemental service if there is a potential conflict of interest. On October 16, 2020, a request for statements of qualifications was made for consultants to provide supplemental building code services. Staff reviewed the qualifications of the consultants, and is recommending the top two consultants proceed with contract execution. No public comment.

A motion was made by Councilmember Fiess and seconded by Councilmember Schmit to move this item to the January 19, 2021 action agenda. Passed.

ACTION AGENDA

1. Resolution No. 1182-1120 Amending Petty Cash Monies – Presented by Accounting Manager Teri Schnitzer

Accounting Manager Schnitzer reported the current Petty Cash Resolution No. 959-0608, setting petty cash limits at \$3,500 is out dated and requires updating. Resolution No. 1182 1120 will update the petty cash limit to \$1,400, which is a \$2,100 reduction due to the Police Department no longer handling cash. No public comment.

City Clerk Nault provided the reading of Resolution No. 1182-1120.

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

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

The 2021 budget authorizes \$425,000, to be spent on upgrading the remaining two tanks; a total of 20 membrane cassettes with 4,000 membrane filters. Kubota Membrane USA is the sole source distributor. The quote shows the price of

the membranes is scheduled to increase significantly, and if a purchase order is provided by January 31, 2021, it will lock in the 2020 year's price saving the City almost \$25,000. If a purchase order is submitted by January 31, 2021, the cost will be \$384,281.60. If the purchase order is not submitted until after January 31, 2021, the cost will be \$408,652. No public comment.

City Clerk Nault provided the reading of Resolution No. 1985-1220.

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

ADMINISTRATIVE REPORT:

City Manager Report – Presented by City Manager Jeff Niten

- There is a Work Force Housing Project meeting scheduled for next week.
- Governor Inslee held a press conference today for a Safe Start Plan that places cities under regions. The requirements to move into the next Safe Start Phase is specific to ICU beds, not just COVID beds.
- Police Chief Beason starts in her position next Monday.
- Review of the Looking Ahead document for the January 19, 2021 meeting.

ANNOUNCEMENT OF NEXT MEETING

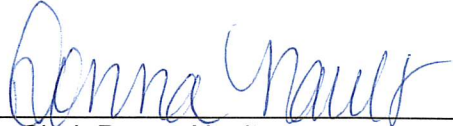
January 19, 2021 at 6:00 p.m.

ADJOURN

Mayor Dorcy adjourned the meeting at 7:59 p.m.



Mayor Kevin Dorcy



City Clerk Donna Nault