



## CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes

January 19, 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  
Police Chief Carole Beason  
Accounting Manager Teri Schnitzer  
Senior Planner Jason Dose

### **CALL TO ORDER**

Call to Order: 6:00 p.m.

Pledge of Allegiance – Councilmember Boad

Roll Call: City Clerk Nault – All present, (Mayor Dorcy joined the meeting at 6:11 p.m.)

### **LATE CHANGES TO THE AGENDA**

No late changes.

*Deputy Mayor Peterson – 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](mailto:jeff.niten@sheltonwa.gov), and (3) by calling 360-432-5105.*

### **COUNCIL REPORTS**

City Councilmembers attended or participated in the following:

- State Auditor Exit Interview
- Opioid Use Reduction/Joint Opioid Task Force
- Watershed Restoration and Enhancement Committee Meeting

Councilmember Schmit exercised a point of personal privilege to commend the community on their engagement and thoughtful communications with City Council on the Workforce Housing Project that is currently under discussion.

### **CONSENT AGENDA**

1. Voucher numbered 103842 in the amount of \$2,453.59
2. Vouchers numbered 103843 through 103896 in the total amount of \$171,953.39
3. Vouchers numbered 103926 through 103934 in the total amount of \$20,615.86
4. Quarterly Report-Quixote Communities – Written by Executive Director Jaycie Osterberg

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

## **PRESENTATIONS**

1. Swearing-in Video of Police Chief Carole Beason  
Due to the virtual platform, City Council viewed a videotaped swearing-in ceremony of Shelton Police Chief Beason.
2. Shoreline Master Program Update – Presented by Sr. Planner Jason Dose  
Sr. Planner Dose reported staff is working with the Department of Ecology on its Shoreline Master Program to meet updated laws and requirements mandated by the Washington State Legislature. The update is anticipated to be complete by July 2021. Draft copies of the document are available.
3. Street Standards – Presented by Public Works Director Jay Harris  
Public Works Director Harris provided an overview of the following City of Shelton Street Standards:
  - 2017 City of Shelton Comprehensive Plan Section IV Transportation Element
  - Shelton Municipal Code Title 12 Streets and Sidewalks
  - 2018 International Fire Code
  - 2019 State Department of Ecology Storm Water Management Manual for Western Washington
  - 2019 Shelton Design and Construction Standards
4. 2019 Accountability & Financial Audit – Presented by Finance Manager Teri Schnitzer  
The Washington State Auditor's Office (SAO) concluded their audit process. The audit was clean with no findings or management letters. SAO recommended the following for improvements:
  1. City Credit Cards – four credit card disbursements were not itemized.
  2. Payroll – a miscellaneous code was used without proper supportive documentation.
  3. Procurement – a link to the Labor and Industries website should be included for prevailing wages to provide additional information.
  4. Capital Assets – an improved tracking mechanism should be implemented.

## **GENERAL PUBLIC COMMENT**

No public comment

## **BUSINESS AGENDA**

1. Workforce Housing Development Project – Presented by City Manager Jeff Niten  
City Manager Niten reported there is currently no activity scheduled on the development agreement. The agenda item is to allow for on-going discussion from the public on the proposed project.  
City Manager Niten provided an update on the following:
  - Developer Presentation – February 2, 2021
  - Proposed project overview
  - The Growth Management Act
  - The Workforce Housing Summit
  - The Workforce Housing Coalition
  - Proposed project timeline
  - Public involvement and comment opportunities
  - The application and approval process
  - Legislative steps

City Clerk Nault reported there is a person waiting to make a public comment.

Councilmember Schmit called a point of order. Mayor Dorcy requested Councilmember Schmit state his point. Councilmember Schmit stated at this time City Council is making comment or asking questions of City Manager Niten and not taking general public comments. Mayor Dorcy stated the point was well taken and asked Councilmember Schmit to continue.

Discussion followed.

**PUBLIC COMMENT**

Trish McCoy  
David Mortensen  
Dean McCoy  
Mike Fox  
Pam Stephens  
Cindy Mortensen  
Barb Johnson (via email to City Manager Niten)  
Gary Miner

At 7:57 p.m., a motion was made by Councilmember Onisko and seconded by Councilmember Schmit to extend the City Council meeting by an additional hour. Passed.

City Clerk Nault reported there is a general comment request.

Councilmember Schmit called a point of order. Mayor Dorcy requested Councilmember Schmit state his point. Councilmember Schmit stated there is another section for public comment to occur under the general public comment section of the agenda. Mayor Dorcy stated the point was well taken.

City Clerk Nault reported another public comment has been requested and asked that anyone with further comments reach out to City Manager Niten by either email or telephone.

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

2. Public Hearing – Ordinance No. 1964-0121 2020 Supplemental Budget – Presented by Finance Director Aaron BeMiller

Finance Director BeMiller reported the supplemental Ordinance would increase the expenditure authority of two funds, Bond and Sewer, as necessary to record the payoff of old debt from the October 2020 refunding. No public testimony.

City Clerk Nault provided the first reading of Ordinance No. 1964-0121.

A motion was made by Deputy Mayor Peterson and seconded by Councilmember Fiess to move this item to the February 2, 2021 action agenda. Passed.

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

3. Resolution No. 1183-1120 On-Call Qualified Pool List Contracts – Presented by Public Works Director Jay Harris

Public Works Director Harris reported due to the lengthy process to acquire architecture and engineering services, staff developed a qualified pool of consultants for twelve different categories of work. Staff solicited proposals from consulting firms interested in providing on-call services and eighteen firms' submitted proposals. No public comment.

A motion was made by Deputy Mayor Peterson and seconded by Councilmember Onisko to move this item to the February 2, 2021 action agenda. Passed.

## ACTION 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. The development of a master plan of the site to vet uses and community input is necessary. A request for qualifications was published on September 16, 2020. Ten firms responded with consultant Robert W. Droll having the highest score. Staff is recommending City Council approve a contract with Robert W. Droll for the master plan design of Eagle Point Park. No public comment.

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

2. 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 comment.

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

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

3. Ordinance No. 1960-1220 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 would be made retroactive to January 1, 2020. No public comment.

City Clerk Nault provided the second reading of Ordinance No. 1960-1220.

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

4. Resolution No. 1184-1120 Master Fee Schedule Update – Presented by Finance Director Aaron BeMiller  
Finance Director BeMiller reported the Resolution represents updates the city annually makes to fees to incorporate changes in the cost to provide services and eliminate fees for services that are no longer relevant. No public comment.

City Clerk Nault provided the reading of Resolution No.1184-1120.

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

A motion was made by Deputy Mayor Peterson and seconded by Councilmember Onisko to extend the City Council meeting until 9:10 p.m. Passed.

5. Contracts for Supplemental Building Code Services – Presented by Community Development Director Mark Ziegler  
Community Development Director Ziegler reported 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 execution of contracts with Clarity Consulting Engineers and Code Pros, LLC. No public comment.

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

6. City Policy Update – Presented by City Manager Jeff Niten

City Manager Niten reported the policy update does not include a few department policies for example, administrative services personnel policies. City Council's deliberation policy relating to the three-touch rule in the policy packet is not the updated version and was included by error. There are two new policies the Team Philosophy and Core Ethics policies. No public comment.

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

**ADMINISTRATIVE REPORT**

City Manager Report – Presented by City Manager Jeff Niten


- Civic Center operations are under the current Safe Start policy initiated by Governor Inslee. A majority of staff continues to work remotely, but is available to the public as needed, and there is always staff available at the Civic Center. This will continue until the Northwest Region achieves the metrics laid out by Governor Inslee.
- A plan for community and stakeholder involvement is in progress for the proposed housing development project.
- The state Building Code Council extended the timeline for cities and counties to adopt the new state Building Code to July 1. Governor Inslee has overridden the extension. On February 16, there will be a presentation and public hearing. An adoption date will be set for March 2, 2021.
- Looking Ahead:
  - Workforce Housing project
  - FCS Stormwater presentation
  - Department of Ecology Stormwater Manual
  - Civic Center Rotating Art Gallery
  - Memorandum of Understanding for the City's Skate Park
  - On-Call Qualified Pool List
  - 2020 Supplemental Budget Ordinance

**ANNOUNCEMENT OF NEXT MEETING**

February 2, 2021 at 6:00 p.m.

**ADJOURN**

Mayor Dorcy adjourned the meeting at 9:03.

  
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Mayor Kevin Dorcy

  
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City Clerk Donna Nault