



**CITY OF SHELTON, WASHINGTON - CITY COUNCIL**  
Business Meeting Minutes May 5, 2020  
Virtual Platform - 6:00 p.m.

**COUNCILMEMBERS AND PERSONNEL PRESENT**

*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

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m.  
Pledge of Allegiance – Councilmember Eric Onisko  
Roll Call – City Clerk Donna Nault – All Councilmembers present

**LATE CHANGES TO THE AGENDA**

City Manager Jeff Niten –

Due to the “Stay-At-Home Order” in effect by Governor Jay Inslee, the following agenda items should be removed and placed on the agenda for June 2, 2020, when it is anticipated the Stay-At-Home Order will be lifted. However, there is a possibility that Governor Jay Inslee may extend the Stay-At-Home Order beyond that date.

- Business Agenda:
  - Public Hearing – Ordinance No. 1949-0220 Single Room Occupancy
  - Public Works Rollers Purchase Order
- Action Agenda:
  - Public Works Mower Purchase Order
  - City Policy Updates – 100-05 and 100-12

***City Manager Niten reported that due to challenges the City of Shelton is facing with its budget because of the COVID-19 pandemic, the Public Works Rollers and Mower purchases will be removed from the agenda with no scheduled date of return.***

***Councilmember Schmit asked if the City doesn’t purchase the Public Works equipment, would there be additional monies freed-up in the City budget.***

***City Manager Niten reported the process of forecasting the City’s budget is currently on-going due to the COVID-19 pandemic. He reported that by not purchasing these items, it does provide some flexibility to the City’s budget.***

**GENERAL PUBLIC COMMENT**

No public comments

## **CONSENT AGENDA**

1. Vouchers numbered 101948 through 101976 in the amount of \$87,350.33
2. Vouchers numbered 101995 through 102056 in the amount of \$176,133.70

***A motion was made and seconded to approve. Passed.***

## **BUSINESS AGENDA**

1. ~~Public Hearing—Ordinance No. 1949-0220 Single Room Occupancy—Presented by Community Development Director Mark Ziegler (Stricken from the Agenda – see above)~~
2. Ordinance No. 1951-0320 Updating Non-Represented Salary Schedule – Presented by City Manager Jeff Niten

***City Manager Jeff Niten reported the Non-Represented Salary Schedule is the same schedule presented and approved by City Council last year. There is an administrative change that was made to the language as it pertains to “newly hired” personnel. Previously, newly hired personnel were allowed to be placed no higher than Step B (should be no higher than Step C) on the salary schedule. The language change will allow any placement on the salary schedule with sole discretionary approval by the City Manager. The purpose in this change is to allow flexibility during the recruitment and hiring process.***

***City Councilmember McDowell requested City Manager Niten provide a description of what “non-represented” means.***

***City Manager Niten stated the “non-represented” term defines City employees not represented by a union.***

***City Clerk Donna Nault provided the First Reading of Ordinance No. 1951-0320 Non-Represented Salary Schedule.***

***There were no public comments.***

***City Councilmembers concurred to move the Non-Represented Salary Schedule to the May 19, 2020, Action Agenda.***

3. ~~Public Works Rollers Purchase Order—Presented by Public Works Director Jay Harris (Stricken from the Agenda – see above)~~

## **ACTION AGENDA**

1. ~~Public Works Mower Purchase Order—Presented by Public Works Director Jay Harris (Stricken from the Agenda – see above)~~
2. ~~Updating City Policies (100-05 & 100-12)—Presented by City Manager Jeff Niten (Stricken from the Agenda – see above)~~

## GENERAL PUBLIC COMMENT

There were no public comments

## ADMINISTRATION REPORTS

### 1. Presented by City Manager Jeff Niten


- The City's Homeless Outreach Coordinator is working with local community representatives to establish "Food Distribution Networks" for the City's under-sheltered community
- Mason Transit Authority has reported their ridership is down significantly; however people who are using transit services are mainly the unsheltered community. The City has established a campaign providing information and product distribution of hygiene items
- The City of Shelton is running a campaign with local businesses to update contact information. The information will be provided to Macecom to assist in the event of an incident. Business owners will be notified immediately as a means of helping to minimize loss that a business may incur
- Mason County Forest Festival – This year's event has been cancelled due to COVID-19 pandemic. This has created a tremendous loss to the community, the businesses, and tourism in the City of Shelton
- May 2, 2020, a "Cold Air Fogging" was done at the Civic Center. This will assist in sanitizing the work environment for City employees when they are permitted to return to the workplace. A new protocol will be in-place for all employees to wear masks when stepping outside of their designated workspaces
- Updates on operations and safety during the COVID-19 pandemic will continue during scheduled briefing sessions between City Council and the City Manager

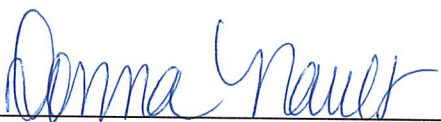
## ANNOUNCEMENT OF NEXT MEETING

May 19, 2020, at 6:00 p.m.

## ADJOURN

Mayor Kevin Dorcy adjourned the meeting at 6:27 p.m.

  
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Mayor

  
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City Clerk

