



## **CITY OF SHELTON, WASHINGTON - CITY COUNCIL**

City Council Meeting Minutes  
September 1, 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  
Police Chief Darrin Moody  
City Engineer Ken Gill  
Public Works Administrative Manager Brooke Kilts

### **CALL TO ORDER**

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

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

1. Public Comments on City Council Zoom (virtual) Meetings – City Manager Jeff Niten

City Manager Niten requested a public comment section be added to the agenda.

Mayor Dorcy reported the public is able to make public comments on both the business and action agenda. There are three options for the public to participate in the meeting and they are as follows: (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.

### **CONSENT AGENDA**

1. Voucher number 102832 in the total amount of \$5,432.07
2. Vouchers numbered 102833 through 102882 in the total amount of \$132,713.14
3. Vouchers numbered 102883 through 102910 in the total amount of \$161,806.96
4. Payroll warrants numbered 3883 and 5630 through 5673 and 5674 through 5779. Warrants 102543 through 102562 and 102573 in the amount of \$726,601.12
4. Payroll warrants numbered 3884 and 5780 through 5822 and 5823 through 5929. Warrants 102770 through 102790 in the amount of \$740,139.57

**A motion was made by Councilmember Schmit and seconded by Councilmember Onisko to approve the Consent Agenda. Passed.**

### **GENERAL PUBLIC COMMENTS**

Matthew Woodruff

### **PRESENTATIONS**

1. LEAN Process – Community Development Team (CDT) via video

City Manager Niten – Due to COVID-19, the presentation was not able to be in-person. Earlier this year, staff from the CDT participated in LEAN training. The overall focus was to develop a permitting process that was easier, quicker, and more customer-friendly. The focus was on

commercial permitting; this was due to the complexity of its process. The LEAN training from the permitting process can filter to other programs in the department.

### **BUSINESS AGENDA**

1. Resolution No. 1169-0820 FCS Group Rate Study Amendment No. 3 – Presented by Public Works Administrative Manager Brooke Kilts

The purpose of the rate study is to audit the current storm water accounts with the billing system. This will include multi-family, commercial, and industrial storm water accounts. All expenditures for the storm water rate study will be reimbursed by the Department of Ecology Storm Water Capacity Grant which the Council approved on October 15, 2019.

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

**City Council concurred to move this item to the September 15, 2020, action agenda.**

### **ACTION AGENDA**

1. Updating City Policies 200-1860 and 200-1870 – Presented by ~~Administrative Services Director Michelle Sutherland~~, City Manager Jeff Niten

Policy 200-1860, is a limited duration policy and expires on December 31, 2020. The policy temporarily provides protected and paid leave benefits for absences arising from the COVID-19 outbreak in accordance with the Federal Families First Coronavirus Response Act (FFCRA).

Policy 200-1870, is a permanent policy addressing telecommuting as an alternative work arrangement for city employees. The policy can be used as an employee attraction and retention tool, and provides the city with the ability to place employees in a telecommuting status based on public health and safety recommendations.

**City Council commented or asked the following questions:**

**A correction is needed on page 26, under Eligibility, which can be resolved with a scrivener's correction.**

**When an employee's absence is required due to a school or childcare closure is the absence permitted?**

Yes. The City allowed telecommuting when COVID-19 began to affect the State in mid-March.

**Would an employee be able to take leave and be partially paid until COVID-19 is over?**

Yes, under the Family Medical Leave Act's expanded protections in the FFCRA.

**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 Councilmember Schmit and seconded by Councilmember Onisko. Passed.**

2. Resolution No. 1168-0820 2020 Residential Paving – presented by ~~Public Works Director Jay Harris~~ City Engineer Ken Gill

The City's goal is to resurface multiple residential blocks each year. The streets in the East Mountain View neighborhood were designated for this year's residential paving. Agate Asphalt & Excavation was the lowest responsible bidder at \$257,629. City staff is requesting Resolution No. 1168-0820, be adopted and authorize the City Manager to sign the contract with Agate Asphalt & Excavation for the 2020 residential paving project.

There were no comments or questions from City Council.

**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 a reading of Resolution No. 1168-0820.**

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

3. Resolution No. 1167-0820 2020 Chip Seal – Presented by ~~Public Works Director Jay Harris~~  
City Engineer Ken Gill

Chip seal is a pavement surface treatment used to maintain city streets and prolong the life of a roadway. City staff issued an Invitation to Bid, and Doolittle Construction had the lowest responsible bid for \$135,046. City staff is recommending City Council adopt Resolution No. 1167-0820, and authorize the City Manager to sign the contract with Doolittle Construction.

**City Council commented or asked the following questions:**

**What is the project start date?**

September 8, 2020.

**Have communications been initiated with the hospital to ensure they have access when the chip sealing is occurring?**

Yes.

**Currently, there is construction occurring at the hospital. Will there be a conflict with the timing of the City's project?**

I do not believe so. Recently, they paved their lower lot and to my knowledge, they do not have anything planned. I will reconfirm with the Hospital.

**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 a reading of Resolution No. 1167-0820.**

**A motion was made by Councilmember Fiess and seconded by Councilmember Schmit. Passed.**

4. Resolution No. 1166-0820 Purchase and Sale Agreement for Simpson Properties – Presented by City Manager Jeff Niten

City staff and representatives from the Simpson Lumber Company, LLC, have had discussions regarding the acquisition of Simpson Railroad properties; and other separated parcels for recreational amenities. Fiscal liability is approximately \$1,200 to pay for the real estate excise tax.

**City Council commented or asked the following questions:**

**This is a great opportunity for walking trails that are accessible from Kneeland Park.**

City Manager Niten reported the purchase and sale agreement was part of a robust public involvement process several years ago.

**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 a reading of Resolution No. 1166-0820.

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

**ADMINISTRATIVE REPORTS**

City Manager Report

- Park playground equipment closures – City parks are open for the community to access. The state of Washington’s COVID-19 transmission rate is currently 1.12. Because of our efforts and others in the community, we are currently at .97, which is a great accomplishment.

**City Council made the following comments:**

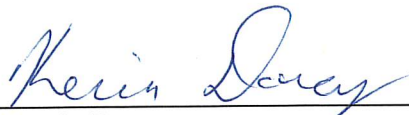
- Ridge Motorsports Park successfully completed their first inaugural event. The event brought national attention to the City of Shelton.
- Oysterfest is one of the City’s largest celebrations for aquaculture and the oyster. This year’s festival will not be held due to the COVID-19 pandemic. The “Oyster Man” who welcomes visitors, and is the mascot that represents the event for our area, was placed on the Hillcrest entrance to the downtown area of Shelton. Rachel Hansen and volunteers from the community worked together to ensure this placement on Hillcrest. City Council expressed their gratitude.

**ANNOUNCEMENT OF NEXT MEETING**

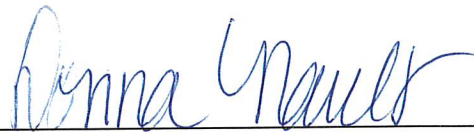
Next Meeting – September 15, 2020 at 6:00 p.m.

**ADJOURN**

Mayor Dorcy adjourned the meeting adjourned at 6:46 p.m.



Mayor Kevin Dorcy



City Clerk Donna Nault