



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes

October 20, 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
Admin. Services Director Michelle Sutherland
Finance Director Aaron BeMiller
Public Works Director Jay Harris
Public Works Superintendent Mike Albaugh
Water Quality Specialist Ken Dickinson

CALL TO ORDER

Call to Order – 6:07 p.m.

Pledge of Allegiance – Councilmember Eric Onisko

Roll Call: City Clerk Nault – All present

LATE CHANGES TO THE AGENDA

City Manager Niten – Added Bond Refunding as item two under Presentations.

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 webpage, (2) email jeff.niten@sheltonwa.gov; and, (3) by calling 360-432-5105.

CONSENT AGENDA

1. Vouchers numbered 103203 through 103242 in the total amount of \$73,571.55
2. Vouchers numbered 103266 through 103306 in the total amount of \$169,809.53
3. Payroll warrants numbered 3887 through 3888 and 6081 through 6123 and 6124 through 6228. Warrants 103243 through 103263 in the amount of \$769,199.02
4. Shelton-Mason County Chamber of Commerce WSDOT Signage LTAC Report – Written by President/CEO Heidi McCutcheon

A motion was made by Councilmember Onisko and second by Councilmember McDowell to approve the Consent Agenda as published. Passed.

GENERAL PUBLIC COMMENT

No public comment.

PRESENTATIONS

1. Cross Connection Program (CCP) Update – Presented by Public Works Superintendent Mike Albaugh and Water Quality Specialist Ken Dickinson

The CCP ensures that all cross connections have a backflow prevention assembly installed. This is to protect the public's drinking water system and the City's distribution system from various forms of contamination.



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2. Bond Refunding Update – Presented by Finance Director Aaron BeMiller

The bond sale occurred on October 14, 2020 and closes on October 28, 2020. Total savings over the life of the bond is \$3.049 million, and the longer-term maturity bonds moved from 2052 to 2047.

Mayor Dorcy recessed from the regular meeting and opened a public hearing on Ordinance No. 1953-0820 Consideration of 2021 Ad Valorem (Regular) & EMS Levy.

BUSINESS AGENDA

1. Ordinance No. 1953-0820 Consideration of 2021 Ad Valorem (Regular) & EMS Levy – Presented by Finance Director Aaron BeMiller

Ordinance No. 1953-0820 will levy the statutory maximum ad valorem tax by increasing levy collections by 1% from the highest lawful levy amount, plus new construction and state assessed property.

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

City Clerk Nault provided the first reading of Ordinance No. 1953-0820.

City Manager Niten reported on a go forward basis, when Ordinances are being presented to City Council, the process will include a motion and a second to allow the item to be moved to the Action Agenda. This is being done in order to keep tracking and records straight.

A motion was made by Councilmember Schmit and seconded by Deputy Mayor Peterson to move this item to the action agenda on November 17, 2020. Passed.

Mayor Dorcy closed this public hearing and opened a public hearing to discuss Ordinance No. 1954-0820 2021 Preliminary Budget.

2. Public Hearing – Ordinance No. 1954-0820 2021 Preliminary Budget – Presented by Finance Director Aaron BeMiller

The ordinance will adopt the City's 2021 annual budget and provide the mechanism for the City to expend funds for the purposes established in the budget. The budget totals \$31,676,380, but will be increased by \$80,000 to include the cost of the Public Works Department's sewer technician in-training position that was not included in the preliminary budget. The general fund appropriation is \$12,283,920. The appropriation for operating expenses is at the fund level and lapses at the end of the year. The Ordinance includes a continuing appropriation for all capital projects. The continuing appropriation capital project budget does not lapse at the end of the year, but remains in place until the project is completed and cannot exceed the budgeted amount.

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City Clerk Nault provided the first reading of Ordinance No. 1954-0820.



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A motion was made by Councilmember Fiess and seconded by Councilmember Schmit to move this item to the action agenda on November 17, 2020. Passed.

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

3. Resolution No. 1175-1020 Apsco Sole Source – Presented by Public Works Director Jay Harris

At the Water Treatment Plant, three of the five variable frequency drives have failed and one is showing signs of an upcoming failure. The request is for City Council to deem Apsco Sole Source as the sole distributor and service provider for APG-neuros turbo blower parts and components, and authorize the City Manager to execute purchase orders with Apsco Sole Source.

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 action agenda on November 3, 2020.

4. Resolution No. 1179-1020 Tyler ENERGOV – Presented by Administrative Services Director Michelle Sutherland

Tyler Technologies provides the City's financial management software, exclusive of the budgeting function. There are time constraints applied to the CARES Act funding from the Washington State Department of Commerce, and there is not adequate time to consider other potential vendors. The City can be reimbursed for expenditures on software updates related to the COVID-19 pandemic. Services would be on a cloud-based systems to ensure remote operations continue. The total cost of \$137,671 will be paid from the City's general fund; and \$67,000 in CARES Act funding will apply. The request is for City Council to declare the purchase of Tyler Technologies Software as a service platform, including Enterprise Asset Management and ENERGOV permitting software, as a legitimate sole source provider and waive the competitive selection process for computer software, and authorize the city manager to execute purchase orders and other contracts necessary to implement needed systems.

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 action agenda on November 3, 2020.

5. Resolution No. 1180-1020 Right!Systems, Inc., Statement of Work & Retainer – Presented by Administrative Services Director Michelle Sutherland

Right!Systems, Inc. (RSI) statement of work and retainer provides the City with the capability of migrating to a cloud based computing environment. RSI currently provides information technology support to the City. Due to time constraints under the CARES Act, there is not time to appropriately consider other potential vendors. The total cost of \$350,621.79 will be paid from the City's general fund, and CARES Act funding will be used in the amount of \$76,551.20 of the total costs.



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

City Council concurred to move this item to the action agenda on November 3, 2020.

ACTION AGENDA

- 1. Civic Center Rotating Art Gallery Recommendations – Presented by Community Development Director Mark Ziegler

The Shelton Arts Commission selected seven artists and a total of twenty-one pieces to be placed in the Civic Center Rotating Art Gallery. Upon approval, the art will be installed on November 3, 2020, and remain in place through January 29, 2021.

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 Onisko and seconded by Councilmember Schmit. Passed.

- 2. LTAC Grant Recommendations – Presented by City Clerk Donna Nault

Deputy Mayor Peterson recused herself due to a potential conflict of interest.

The Lodging Tax Advisory Committee is recommending 2021 tourism grant funds be awarded as follows:

Kristmas Town Kiwanis – Bluegrass from the Forest	\$
6,300.00	
Mason County Forest Festival Association	\$ 8,910.00
Mason County Historical Museum/Visitor Center	\$11,250.00
Mason County Historical Society – Downtown Car Show/Ice Cream Social	\$ 1,782.00
NW Event Organizers/Kristmas Town Kiwanis – Christmas Town 2020	\$12,330.00
Shelton-Mason County Chamber of Commerce/Visitors Center	\$18,000.00
Shelton-Mason County Chamber of Commerce WSDOT Gateway Signage	<u>\$ 3,307.50</u>
Total grant recommendations for 2021	<u>\$61,879.50</u>

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.

ADMINISTRATIVE REPORT:

City Manager Report – Presented by City Manager Jeff Niten

- 1. Shelton Police Department – Police Chief Recruitment: Three finalist were chosen from the eight candidates interviewed. Tomorrow afternoon, there will be a community panel interview held via Zoom. The three finalist were asked to prepare a short video with responses to three pre-selected questions for the City Council and the public to view. The candidate videos will be posted on the City’s webpage.



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ANNOUNCEMENT OF NEXT MEETING

Next Meeting: November 3, 2020, at 6:00 p.m.

ADJOURN

Mayor Dorcy adjourned the meeting at 7:37 p.m.



Mayor Kevin Dorcy



City Clerk Donna Nault

