



**CITY OF SHELTON, WASHINGTON - CITY COMMISSION**  
Business Meeting Minutes April 3, 2018  
Shelton Civic Center - 7:00 p.m.

**COMMISSIONERS AND PERSONNEL PRESENT**

*Commissioners:*

Mayor Gary Cronce  
Commissioner Kevin Dorcy  
Commissioner Kathy McDowell

*Personnel:*

Interim City Manager Vicki Look  
Interim Asst. City Manager Bob Jean  
City Clerk Jamie Ogg  
Associate Engineer Logan Brady  
Community Development Director Mark Ziegler  
Interim Finance Director Teri Schnitzer

**CALL TO ORDER**

Meeting was called to order by Mayor Cronce at 7:00 p.m.

**COMMISSION REPORTS**

One or more of the Commissioners will be attending the following events in the coming weeks:

- Staff Briefings
- Housing Coalition Meeting
- Lincoln Day Dinner
- Mason Transit Authority Board Meeting
- LEOFF Board Meeting

**GENERAL PUBLIC COMMENT**

Cat (no last name given) – General Comment  
Gil Palmer – General Comment

**CONSENT AGENDA**

Vouchers numbered 16989 through 17091 in the amount of \$324,021.13  
Minutes from special business meeting of March 8, 2018  
Minutes from special meeting – executive session of March 12, 2018  
Minutes from special meeting of March 13, 2018  
Minutes from business meeting of March 20, 2018

**There was a motion to approve the Consent Agenda. Passed.**

**BUSINESS AGENDA**

Ordinance No. 1920-0418 Sidewalk Café and Right-of-Way Use Code Amendment – Presented by Associate Engineer Logan Brady

Associate Engineer Logan Brady presented Ordinance No. 1920-0418 relating to Sidewalk Café and Right-of-Way Use Code Amendment.

**The Commissioners concurred to have a first reading of Ordinance No. 1920-0418 and to place it on the action agenda for April 17, 2018.**

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

The Community Development Department requested statements of qualifications from consultants to provide supplemental building code services. Five submittals were received by the March 14<sup>th</sup> deadline. After reviewing all five, staff is recommending executing a contract with three of the consultants. These services would be used on an as-needed basis.

**The Commissioners concurred to place this item on the action agenda for April 17, 2018.**

**ACTION AGENDA**

Approval of Basin 3 Material Testing Contract – Presented by Associate Engineer Logan Brady

Associate Engineer Logan Brady shared information about the need for material testing for the Basin 3 project. Two proposals were received and Construction Testing Laboratories, Inc. was clearly identified as having both the highest submission score and the ability to meet the needs of the City. There were no public comments.

**There was a motion to approve the contract with Construction Testing Laboratories, Inc. Passed.**

Ordinance No. 1918-0318 Amending Section 15.28.120 SMC Water Service Appeals – Presented by Interim Finance Director Teri Schnitzer

Interim Finance Director Teri Schnitzer shared information about water service appeals. To clarify the customer's right for the opportunity to be heard prior to disconnection of utilities, section 15.28.120 has been expanded to include sequential steps to follow in regards to the appeal process. There were no public comments.

**After a second reading, there was a motion to adopt Ordinance No. 1918-0318. Passed.**

Ordinance No. 1919-0318 Amending Section 14.28.090 SMC Sewer Service Appeals – Presented by Interim Finance Director Teri Schnitzer

Interim Finance Director Teri Schnitzer shared information about sewer service appeals. To clarify the customer's right for the opportunity to be heard prior to disconnection of utilities, section 14.28.090 has been expanded to include sequential steps to follow in regards to the appeal process. There were no public comments.

**After a second reading, there was a motion to adopt Ordinance No. 1919-0318. Passed.**

City Manager Recruitment – Present by Interim City Manager Vicki Look

A Request for Proposals was sent out to several recruitment firms with a submission deadline of March 28, 2018. The City received three proposals by the end of the business day on March 28<sup>th</sup>. After discussion, the Commission selected the proposal from Slavin Management Consultants to recruit a new City Manager. There were no public comments.

**There was a motion to accept the proposal submitted by Slavin Management Consultants. Passed.**

**ADMINISTRATION REPORTS**

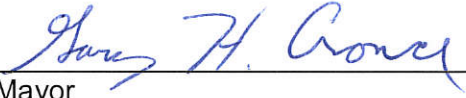
Interim City Manager Vicki Look shared with the Commission that there will be a resolution presented at the next meeting regarding health reimbursement accounts.


**ANNOUNCEMENT OF NEXT MEETING**

The next Commission Meeting will be Tuesday, April 17, 2018 at 7:00 p.m.

**ADJOURN**

As there was no further business, Mayor Cronic adjourned the meeting at 7:40 p.m.

  
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Mayor

  
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City Clerk