

**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM TRANSIT CENTER
190 WEST CEDAR STREET
SEQUIM, WA**

APRIL 13, 2009

5:00 P.M. STUDY SESSION

Council members present: Laura Dubois, Erik Erichsen, Ken Hays, Bill Huizinga, Paul McHugh, and Walt Schubert.

Setting Transportation Levels of Service

Bullock explained how traffic is measured and levels of service are established.

The City could require mitigation of a development in the County if the City streets are impacted.

The intersection of Washington Street at Sequim Avenue is expected to operate below the City's Level of Service (LOS) D threshold in 2015.

6:00 P.M. REGULAR COUNCIL MEETING

Mayor Dubois called the meeting to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

Clerk Kuznek-Reese called roll. Council members present: Laura Dubois, Erik Erichsen, Ken Hays, Bill Huizinga, Susan Lorenzen, Paul McHugh, and Walt Schubert.

City Staff present: City Engineer Bill Bullock, Admin. Service Director Karen Goschen, Clerk Karen Kuznek-Reese, Planning Director Dennis Lefevre, City Attorney Craig Ritchie and Interim City Manager Linda Herzog.

INTRODUCTIONS & CORRESPONDENCE

CEREMONIAL

Irrigation Festival Royalty

Joe Borden introduced the Sequim Irrigation Festival royalty. The royalty performed their song inviting everyone to the Festival.

Earth Day Proclamation

Mayor Dubois read the Earth Day Proclamation proclaiming April 22 as Earth Day.

ProTect Coalition Proclamation – Alcohol Awareness

Mayor Dubois read and presented a proclamation to Lowell Jons, the youth and teen coordinator with the Jamestown S’Klallam Tribe, proclaiming April 2009 as Alcohol Awareness Month.

Sexual Assault Awareness Proclamation

Mayor Dubois read and presented a proclamation to Leslie Bond with Healthy Families proclaiming April as Sexual Assault Awareness Month.

Kenneth Russell Proclamation – Eagle Scout

Mayor Dubois read and presented a Certificate of Recognition to Kenneth Russell recognizing his Eagle Scout achievement.

REPORTS

COMMITTEE, BOARD AND LIAISON SUMMARY

Utility Committee

Huizinga reported the utility committee met and will bring something to Council soon concerning meter reporting.

Planning Commission

Schubert reported the Comprehensive Plan amendments were discussed at the April 7 Planning Commission meeting.

Senior Center

Schubert indicated he received letter from the Senior Center which had also been a letter to the editor. He met with the letter author and Michael Smith, director of the Sequim Senior Center. He believes the Senior Center will be coming on a regular basis to address Council and ask for financial support.

Sequim Marketing Action Committee

Erichsen reminded everyone the SMAC meeting is next Monday at 1:00 p.m. at the Transit Center.

Lorenzen acknowledged the Alcohol Awareness Month. There was recently a rant in the newspaper about a police officer smoking in his car while on duty. She would like this to come up again for discussion. She believes the City should have a policy not allowing smoking while

officers are in uniform. The police officers are role models and this send a poor image.

Peninsula Regional Transportation Planning Organization

Lorenzen attended the PRTPO meeting. She distributed information concerning the May 4 and May 5 meeting. She feels someone from Council should attend. They recognize that most Washington cities on the Pacific Coast Scenic Byway are suffering because of the economy. This meeting is to identify activities or sites on the byway that can be promoted. It is sponsored by CTED. There are many things that could be included in this program in Sequim. There are 13 days until the bridge closes. Hoodcanalbridge.com has information concerning the upcoming closure.

PRESIDING OFFICER REPORT

Mayor Dubois reported she and Herzog made a presentation to the Port Angeles Chamber of Commerce. She had a discussion with Kent Myers who indicated a desire to have a meeting of the three cities.

CITY MANAGER REPORT

- a. City Yard Waste Collection Site
- b. Public Works Director Recruitment
- c. 2009 City-wide Work Program Adjustments
- d. Big Events Coming Up

INFORMATION/COUNCIL QUESTIONS INVITED

1. Recreation Level of Service and Facilities

Lefevre provided information concerning how Sequim compares to other cities. The Park Board will be discussing the public involvement process for the 2009 Park Plan update.

2. 2013 Centennial Celebration

Kuznek-Reese reported that Sequim is turning 100 in 2013. We will begin looking for community participation. We will ask for community volunteers and work with various events to have several activities throughout 2013. There will be more information in the newspapers and on our website. By budget time we hope to have some idea of events that will take place. The Council can decide if we should start setting aside money next year, how much money will be available, and which fund will pay for the expenses.

3. Interfund loan resolution for Water Reclamation Facility

MOTION to approve resolution R-2009-06 providing for an interfund loan from the water fund to the sewer fund for the WRF project and waive the second reading made by McHugh; second by Schubert. **Carried Unanimously.**

4. Identity Theft Policy and Ordinance

Kuznek-Reese advised this was brought to Council in November 2008. Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA). This required the Federal Trade Commission to develop rules regarding identity theft.

Cities are required to comply with the regulation even if only nominal information is collected. Since we collect name, address and phone number we need to adopt policies and procedures for detecting, preventing and mitigation identity theft. This needs to be adopted by May 1. The City already takes several steps to deal with this issue. This is formalizing the procedures that are followed and once this is adopted there will be a training session with employees.

5. Review Revised Surplus Policy

Kuznek-Reese reported this policy has been revised to include junk and useless property. It also prohibits employees from purchasing surplus items or taking junk property.

PUBLIC COMMENTS *(For Items Not on the Agenda – Please limit comments to 3 minutes)*

Joe Borden thanked the City Council and staff for Saturday's community photo. He appreciated all the support that was received.

PUBLIC HEARINGS None.

CONSENT AGENDA

6. Approve/acknowledge

- a. City Council Meeting Minutes – April 6, 2009
- b. City Council Meeting Minutes – March 23, 2009
- c. Interfund Loan Policy
- d. Approval of latecomer extension – Rhodefer Road signal
- e. Claim Voucher recap dated 4/13/09 total payments \$364,376.12

Kuznek-Reese reported that the contract with the Chamber has been revised today and will be removed from the Consent Agenda and discussed under Unfinished Business.

MOTION to approve Consent Agenda as read made by Hays; second by McHugh.
Carried Unanimously.

UNFINISHED BUSINESS

7. Appoint Planning Commissioner

Mayor Dubois indicated the interview committee recommends the appointment of Jon Wendt.

Jon Wendt applied to the Planning Commission. He has 18 years experience in managing the City of Phoenix, Arizona property development issues.

There was discussion concerning the solicitation of new applications rather than using the previous pool of candidates.

MOTION to appoint Jon Wendt to Planning Commission Position 7 with the term expiring January 2010 made by Hays; second by Lorenzen. **Carried Unanimously.**

Lorenzen excused herself due to family commitments.

8. Status of Irrigation Festival contract and possible use of Washington Street

Ritchie advised the permit application is progressing. There is a meeting tomorrow with the parties involved. This document can be approved tonight. The issue of having tents on Washington Street has been resolved. The tents will be properly protected with approved barriers that keep the public safe. These barriers are filled with water and will be rented by the City for approximately \$500. The other issue can be decided later as to whether the City's costs will be paid from the General Fund or LTAC funds. It is internal to the City. Since the Irrigation Festival meets many of the Comp Plan goals, the City is able to use LTAC funds to support the festival.

MOTION to authorize the City Manager to enter into the contract with the Chamber of Commerce for the Irrigation Festival, to continue analysis and negotiation with Festival planners on use of Washington Street for outdoor retail activities and to schedule a future date for the Council to decide whether Lodging Tax funds will be used to pay City expenses in support of the Irrigation Festival made by Schubert; second by Huizinga.

This will take place between the two mid-block crossings on Saturday, May 2.

Vote on the motion. **Carried Unanimously.**

9. Contract with Chamber of Commerce for Tourism Coordinator

Ritchie explained the minor changes that have been made to the document.

Maples stated she has a temporary employee whose hours may be expanded to allow Maples to do more of the SMAC requirements. The Chamber will review this transition period to see if it makes sense to continue performing the SMAC Coordinator duties in the future.

The website is maintained by InsideOut Solutions. There will be future discussions concerning who will continue to maintain the website. McCauley has indicated she is willing to continue to provide that service.

MOTION to authorize the City Manager to sign the contract with the Chamber of Commerce for Tourism Coordinator made by Hays; second by Erichsen. **Carried Unanimously.**

NEW BUSINESS

GOOD OF THE ORDER

Chief Spinks agrees with the Councilor's comments concerning the smoking issue and he is working on this issue.

Dubois stated April 15 is the deadline for elected officials to report to the Public Disclosure Commission.

PUBLIC COMMENTS *(Please limit comments to 3 minutes each)*

Pat Clark asked about Public Works Recruitment process. Herzog indicated that is included in her written report. There will be 3 or 4 candidates touring Sequim on April 27 and interviews will be conducted that date.

EXECUTIVE SESSION The executive session has been cancelled.

NEXT MEETING DATE

Mayor Dubois announced the next meeting dates of April 27, 2009 at 5:00 p.m. with a study session and regular meeting at 6:00 p.m.

ADJOURNMENT

MOTION to adjourn at 7:20 p.m. made by Hays; second by Erichsen. **Carried Unanimously.**

Respectfully submitted,



Karen Kuznek-Reese, CMC
City Clerk



Laura Dubois
Mayor

Minutes approved at a regular council meeting held on April 27, 2009.