

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

OCTOBER 12, 2009

5:00 P.M. STUDY SESSION -- CANCELLED

6:00 P.M. REGULAR COUNCIL MEETING

Mayor Dubois called the meeting to order.

PLEDGE OF ALLEGIANCE colors were presented by Boy Scout Troop 90

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: Clerk Karen Kuznek-Reese, Planning Director Dennis Lefevre, Capital Projects Manager Frank Needham, Interim City Manager/City Attorney Craig Ritchie, and Police Chief Robert Spinks.

INTRODUCTIONS & CORRESPONDENCE

CEREMONIAL

Proclamation – October as Domestic Violence Awareness Month

Mayor Dubois read and presented the proclamation to Healthy Families. Everyone was encouraged to display their purple lights to bring awareness to domestic violence. There will be a ceremony at noon on October 29 in the Bank of America Park.

REPORTS

Clallam County Economic Development Council – Quarterly Update

Linda Rotmark reported she has been here since the summer of 2005. She provided an update of activities that have been accomplished. Sunland Water District will be assigned a team at the IACC infrastructure conference. She outlined the strategic direction to diversify the economy; influence education; and develop a Finance Development Authority. That entity would serve 4 counties. They would be the experts in obtaining funding.

Mayor Dubois announced that item Number 6, water meter system replacement, is delayed to the next meeting.

COMMITTEE, BOARD AND LIAISON SUMMARY

Schubert reported on the Planning Commission meeting of October 6.

Hays will be attending the Homeless Conference next Monday.

PRESIDING OFFICER REPORT

Mayor Dubois stated she visited with 14 students and 3 chaperones from Shiso City; Sequim is sending 12 students there.

She attended the CTS budget retreat and is moving forward with Earth Day activities.

CITY MANAGER REPORT

Ritchie reported that the budget process continues. It looks like it may balance which was not expected. We are working on the allocation process. At this time, we are not filling vacancies that are included in the budget. Steve Burkett has been preparing to take over on the October 19. He has his own ideas on the work plan; he has been accepting emails and staying updated and informed.

1. Pre-prosecution diversion program status and contract approval

Ritchie distributed an Introduction explaining the program. Friendship Diversion representatives are present to explain the program.

Barbara Miller, Executive Director of Friendship Diversion, provided background on their entity. The defendants pay all costs, their fee and must follow the recommendations to have the charge eliminated. She explained the services and classes offered through their program.

Friendship Diversion also performs monitoring of home detention. In those situations, the City pays a fee if the person is indigent, which is much less than paying jail costs. The defendant pays the costs associated with electronic home monitoring. Friendship Diversion also has a contract with Clallam County and the City of Port Angeles.

MOTION to authorize the City Manager to enter into the Professional Services Contract between the City of Sequim and Friendship Diversion Services made by Hays; second by Schubert.

Vote: Aye by McHugh, Lorenzen, Dubois, Hays, Schubert, Huizinga. Erichsen abstains. **Motion Carries.**

Ritchie responded to questions and indicated that contracting agency presentations will be after the first budget roll up. The outside agency requests are not included in the budget at this time. Presentations will be made after the Council is aware of the budget, and they will make presentations. It will probably be the first part of November.

Erichsen requests items d, g and i be removed from the consent agenda.

Following discussion, it was agreed that change orders, minutes, claim vouchers and

proclamations will be placed on the consent agenda. Everything else will be placed on the regular agenda, unless there is consensus or a motion to place an item on the consent agenda.

INFORMATION/COUNCIL QUESTIONS INVITED

2. Title 13 Water and Sewer Revisions

Needham would like comments back to him by Friday, October 23. McHugh suggests that if any comments are made, the comments be shared with all Council members. Ritchie cautioned on open meeting issues. Needham stated all questions and answers could be an attachment to the next cover sheet.

Huizinga suggested that a question asked by Lorenzen concerning time limits be addressed in the ordinance.

Schubert suggested the reasons why the water and sewer were treated differently be included in the document.

3. 2009 Police Crime Survey Results

Spinks introduced Josh Lapp, a volunteer with the Police Department, who was instrumental in compiling the survey results.

Don Hall asked if Spinks found anything where the Police Department needs to do some work. Spinks indicated they need to do a better job of educating the public. Some people are unaware.

Ted Miller was impressed by the survey. Question 20 has 9 times as many saying no as before. People are less willing to cooperate with the police than before. Overall, the Police Department is doing a good job.

4. Impact Fees Update

Lefevre indicated they are meeting with consultants this week. He anticipates that meeting will address assumptions and formulate narratives, and set the schedule for Planning Commission and City Council presentations. The rate study may be available by November 9 for a first touch.

Hays feels it is a necessary discussion. He encourages everyone from the industry to engage the Council in meaningful discussion concerning the need.

Huizinga left at 7:40 p.m.

Lefevre indicated the park impact fee will also be coming back to the Council. Dubois suggests timeliness be included in the scope of work in the future.

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

Don Hall reported that the morning Rotary installed a shed and fence at the June Robinson Memorial Park. It would be nice if the City sent the morning Rotary a thank you letter. He has

noticed there is no crosswalk on Washington Street on the north side near the 101 Diner. He gets nervous crossing the street. He suggests informing Ben Rankin there is no crosswalk. There are other areas that need crosswalks. He thinks a survey should be completed.

Shawna Rigg spoke on behalf of the Sequim Little League. They are building a new field and are at a standstill because the City cannot provide them with water and power. She provided documentation and a letter to Council to consider helping them with the problem. The new field is being built on property owned by the Sequim Little League. The City piece would be providing water to the property. They did have permission to access the water and now are being told it is not acceptable.

Fred Millar, 396 Pike Place, Sequim, stated he has talked with Public Works. There are legalities with the UGA and the City being able to provide utilities to the property. They were told to approach the City Council to find a way to make this work. They cannot finish the project without water.

Ritchie will obtain information and options. The City has the right to suggest an amendment to the lease. There are options available and will be discussed further after the budget is presented. This will be an expense to the City. Ritchie stated he will meet with staff and then discuss it with Little League.

Don Hall stated this was discussed by the Park Board. He suggests talking with Jeff Edwards.

Felena Wech, stated the real estate and building community accepts Hays' challenge regarding impact fees. They will participate in the discussion as it moves forward. The North Olympic Building Association invites Council to participate in a meeting after the rate study is complete.

PUBLIC HEARINGS None.

CONSENT AGENDA

5. Approve/Acknowledge
 - a. City Council Meeting Minutes – September 28, 2009
 - b. City Council Meeting Minutes – October 2, 2009
 - c. Claim Voucher Recap dated 10/12/09 total payments \$403,737.11
 - e. Simdars Pressure-Reducing Valve Change Order No. 3 for adjustment of vault depth and location in the amount of \$1,313.25
 - f. Water Reclamation Facility Expansion Project Change Order Number 7 in the amount of \$13,750.74
 - h. Communities in Motion Day October 13, 2009 Proclamation

MOTION to adopt the Consent Agenda as read made by Lorenzen; second by Hays.
Carried Unanimously.

UNFINISHED BUSINESS

6. Water Meter Replacement Project – removed from agenda

Mayor Dubois called for a break at 8:10. The meeting was reconvened at 8:15 p.m.

7. Review planning fees and charges

Lefevre stated they have begun a review of charges. This past year they had mapped out time required to complete projects and associated fees. Based on a rate adopted by Council, their fees are very consistent with established fees. He provided a rate schedule comparison with other jurisdictions in the area. The design standards review process will require fee revisions. They are looking at other jurisdictions to see how they structure their review. Fees will be added or increased in other areas.

NEW BUSINESS

8. Grant Acceptance from American Recovery and Reinvestment Act: Assistance to Rural Law Enforcement and Purchase Vehicle and Trailer from state bid and GSA

Spinks provided background information concerning forensic investigations and the lack of services on the North Olympic Peninsula. There is no match and no commitment to retain this person after the life of the grant. He thanked Josh Lapp for completing the grant application. This will require hiring one person for a union position. This is a two-year limited employment. There is no anticipation of further employment unless it is funded or there is an alternative revenue structure.

Erichsen asked if the money has been allocated. Spinks replied the grant is fully funded for two years and can draw money as soon as the Council accepts the grant. After the two years, we would have a \$53,000 trailer that would be retained by the Police Department and a new vehicle which would reduce the exposure of the City to purchase another vehicle. If I-1033 passes and the grant is accepted in 2009, it would be part of the base funding and not required to be returned.

State Patrol provides their services for high level, major felonies. This position can also be utilized by other agencies and fees would be established.

MOTION to accept the grant award of \$299,569 through the American Recovery and Reinvestment Act (ARRA) and Department of Justice in order to preserve jobs and improve the Sequim Police Department's ability to combat crime and drugs through the implementation of the Crime Scene Investigation Improvement Project and waive the three touch rule in order to meet the requirements of the grant subject to approval of the grant acceptance form by the City Attorney and

MOTION to authorize the Police Department to purchase a 2009 Ford Crown Victoria on state bid for \$21,938 plus tax and a Crime Scene Trailer on GSA contract for \$54,172.90 plus applicable taxes and delivery charges to be funded entirely from grant funds as authorized in the ARRA Grant made by Hays; second by Lorenzen.

Vote: Aye by McHugh, Lorenzen, Dubois, Hays, Schubert. Nay by Erichsen. **Motion carries.**

9. 2010 Census Partnership Agreement

MOTION to waive the third touch and authorize the Interim City Manager (or City Manager) to sign the 2010 Census Partnership Agreement on behalf of the City of

Sequim to combine strengths to ensure a complete and accurate 2010 Census made by Hays; second by Lorenzen.

Carried Unanimously.

10. Intergovernmental Agreement for the transfer of surplus City of Sequim police equipment to City of Port Angeles

Ritchie stated there are statutes that allow us to enter into interlocal agreements with other agencies. Our officer left the City to go to Port Angeles. Much of her equipment is usable by Port Angeles. We would otherwise have uniforms that we would store.

Erichsen was concerned with the exchange of a weapon. Spinks we are exchanging one weapon for a similar weapon we could still use. This officer has a smaller framed weapon because of her size. The Police Department would receive a weapon that could be used by more of the staff.

MOTION to approve the Intergovernmental Agreement for the sale and transfer of surplus equipment from the City of Sequim to the City of Port Angeles and authorize the Interim City Manager to sign the attached agreement and waive the three touch rule so that this agreement and transfer can be immediately executed made by Hays; second by McHugh. Aye by McHugh, Lorenzen, Dubois, Hays, Schubert. Erichsen abstains.
Motion carries.

GOOD OF THE ORDER

Hays thanked the staff and Council for being available for Boy Scout questions.

Schubert stated the solution to the problem with the Sequim Little League is for the creation of another Park and Recreation District that is the size of the School District.

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

EXECUTIVE SESSION

Mayor Dubois announced there is an executive session for property acquisition. It is anticipated to last 10 minutes and action is not anticipated. The meeting recessed at 9:00 p.m.; at 9:10 an additional 5 minutes was announced. The meeting was reconvened at 9:12 p.m.


NEXT MEETING DATE


Mayor Dubois announced the next meeting dates of October 26, 2009 at 5:00 p.m. and November 9, 2009 at 5:00 p.m.

ADJOURNMENT

MOTION to adjourn at 9:12 p.m. made by Schubert; second by McHugh.

Respectfully submitted,


Karen Kuznek-Reese, MMC
City Clerk


Laura Dubois
Mayor

Minutes approved at a regular Council meeting held on October 26, 2009.