

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

**OCTOBER 26, 2009**

**5:00 P.M. STUDY SESSION**

2010 Budget – Personnel Summary

Kathy Brown provided an overview of the documents she provided. Wages and salaries make a large portion of the budget. There are 80.23 FTEs included in the 2010 budget; she explained the changes in benefits. Brown reviewed the organizational chart.

Burkett indicated this is the organizational chart as it exists at this time. He will be reviewing the operations and may make changes in the future.

Burkett indicated he will provide a proposed budget. Council can modify the budget and make changes in the number of funded positions. There are vacant positions that will be included in the proposed budget. He will determine whether they are filled. It is important to track benefits.

2010 Budget – Review of Public Works Proposed Capital Program for 2010

Rankin reviewed the capital projects planned for 2010 in each of his departments. It includes such things as a new mower at an estimated cost of \$80,000, a pavement management program, an overlay of South Sequim Avenue from Washington to the bypass and River Road from the roundabout to the bypass. This would extend the life of the streets 10 years if an overlay were completed soon. If we wait until next year, those roads will require reconstruction, which is much more costly. He explained the need to purchase a commercial grade mower for Parks at approximately \$50,000, Phase I of the water meter project and start Phase II in 2010, a generator at Reservoir Road and river well infiltration gallery estimated cost \$90,000, a generator at the north end lift station at \$150,000, a grinder at that station for \$80,000, a sewer camera at \$80,000, the proposed solid waste contract extension will provide curb side yard waste pickup, which would eliminate the yard waste at the City shop because it is losing money. He would like to continue spring cleanup and hazardous waste roundup in conjunction with the County.

He indicated something needs to be done with biosolids. He wants to initiate a study for \$25,000 to \$50,000. He has received several calls from neighbors concerning the smell of the pile. It is not marketable in its current condition. There is a need to work with local farmers, landscapers, etc., to find out what amendments need to be added in order for them to use the biosolids. Port Townsend and Port Angeles have successful programs.

The meeting recessed at 5:56.

**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: Admin. Service Director Karen Goschen, Clerk Karen Kuznek-Reese, Planning Director Dennis Lefevre, Public Works Director Ben Rankin, City Attorney Craig Ritchie, Capital Projects Manager Frank Needham, and Associate Planner Joe Irvin.

## **INTRODUCTIONS & CORRESPONDENCE**

Mayor Dubois introduced the new City Manager, Steve Burkett.

Huizinga thanked everyone for their concern following his heart attack last Tuesday night. He had non-typical symptoms and went to the fire station. The EMTs provided excellent care and then transported him to the hospital. The attending physician did an excellent job.

Mayor Dubois offered condolences to the police officer who lost his son and mother-in-law in a motor vehicle accident. She introduced Mike Doherty and Steve Tharinger. Mike Doherty and Steve Tharinger, County Commissioners, welcomed Bill Huizinga and Steve Burkett. Doherty thanked Paul McHugh for his public service.

## **CEREMONIAL**

### **REPORTS**

#### **Boys & Girls Club Quarterly Report**

Bob Schilling reported the contract requires the Club to provide and document 1,000 hours of drop-in hours between 2:30 and 6:00 p.m. They have provided 839 drop-in hours and 630 teen-only hours. He reviewed the third quarter budget. The Club received a grant from Sequim Community Foundation to purchase computers for the teen center. They are using volunteers to help reduce expenses.

Krystal Van Selus, Teen Director, provided a review of the trips that the teens have taken during the third quarter.

Conn Mills, an intern and volunteer at the Club, related his experiences at the Boys & Girls Club.

#### **Chamber of Commerce and Sequim Marketing Action Committee Quarterly Update**

Joe Borden gave a report concerning the Chamber activities. The Chamber now accepts credit cards. The volunteer steering committee meets quarterly. There were 13,065 visitors July through September, which is an increase from 2008. He introduced new Chamber employee, Lynn Elliott.

### **COMMITTEE, BOARD AND LIAISON SUMMARY**

Schubert reported that Title 13 Fats, Oils and Grease (FOG) and Change of Use were discussed at the Planning Commission meeting.

Hays attended the state sponsored 10-year Ending Homeless Plan and Conference last week. He was

impressed that our County is a leader in taking on the homelessness challenge and has achieved a 52% reduction in homeless since the plan started 10 years ago.

#### PRESIDING OFFICER REPORT

Mayor Dubois reported she attended the AWC regional meeting. She also attended CTS and the DRMT meetings to promote Sequim Earth Day 2010 and is looking for water conservation ideas.

#### CITY MANAGER REPORT

Burkett will provide a proposed budget to the Council on November 2. A review will begin at the November 9 study session. A special budget meeting will be held November 10 or November 12. Budget adoption and a public hearing will be held on November 23.

Burkett reported that City Clerk Karen Kuznek-Reese just became President of the Washington Municipal Clerks Association.

#### INFORMATION/COUNCIL QUESTIONS INVITED

##### 1. Public Works/Planning housing and sustainability

Ritchie described the issues of relocating Public Works and Planning offices to Guy Cole Convention Center.

Council members expressed their concern about the relocation to a park facility.

##### 2. Title 13 Stormwater Utility

Needham explained the advantages of forming a stormwater utility. There are 289 cities in the state of which 119 have a stormwater utility. He is requesting Council input and will bring this back for possible adoption by year-end. This would allow the utility rates to pay for this service rather than the General Fund.

##### 3. Review Climate Action Plan

There was discussion concerning the need for a Climate Action Plan.

##### 4. Sequim Marketing Action Committee Coordinator RFP responses

Kuznek-Reese reported that RFPs for Sequim Marketing Action Committee coordinator were solicited. No proposals were received by the October 23 deadline. This issue will be discussed at the staff level and then taken to SMAC at their next meeting for their recommendations. This will be back to Council after the SMAC meeting.

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

Don Hall reported that the June Robinson Memorial Park has eight individual raised beds for the disabled. The young man that did this for a community project is now an Eagle Scout. There is a new flagpole in front of the VFW.

Russell Rogers expressed concern about riding a bicycle in the City.

Mayor Dubois announced a five-minute break at 7:45. (Bill Huizinga leaves.) The meeting reconvened at 7:53.

### **PUBLIC HEARINGS (Quasi-Judicial)**

#### 5. Priest Road Center Binding Site Plan

The oath was administered to those wishing to speak to the Council. The public hearing was opened at 8:00 p.m.

Lefevre indicated this project is 6.05 acres on the west side of town. This is a commercial shopping center proposed for a 4-phase development, not including Schuck's. Issues were discussed in length at the Planning Commission meeting and have been addressed in the conditions.

Joe Irvin indicated they have been working with the applicants for over one year. An updated traffic analysis was requested. An environmental and site review were completed. Site design has stormwater elements that were addressed at the Planning Commission meeting and includes \$151,234 for transportation mitigation for Grant Road, Washington Street and Sequim Avenue signal, Brackett Road realignment and latecomer obligation fees. Staff recommended that money be owed at the time of site construction permits for Phase B.

Tim Haddick, PE with BCRA in Tacoma, indicated there is an error in the name of the project. It should read Priest Center. The intent is to have all phases constructed in 10 years, not in 2010. He provided information concerning groundwater monitoring. They have satisfied Clallam County Department of Health concerns. The traffic impact analysis does take into account and overlay this project's impact with the other traffic in place at that time.

Ed Sumpter has lived here over 20 years and has family here. They were asked by the City to present a binding site plan when Schuck's was built. They have spent over \$70,000 putting something together that the City has requested. There is no need for stormwater monitoring. The problem is the runoff that the City is not handling. He lives on the Dungeness River. We are not going to do anything that would pollute the aquifer. They would be installing sidewalks and making many improvements at their expense. The City wanted to see this piece of the puzzle finished. They have already enclosed the irrigation ditch as the City requested; fixed the trail along Washington; and purchased two streetlights. He feels they have gone beyond paying their fair share. They are not going to build anything until they have tenants. It may be that nothing ever is built. This provides jobs for the community and revenue for the City. The stormwater system is approved by Ecology, is expensive and better than anything else in the City.

Rick Garner, 376 SW 37<sup>th</sup>, Gresham, OR, stated they did not want to do a binding site plan. This is City driven. It is phased because they care and also it is due to the economy. They do not want a big box. They want it to be intimate.

Burkett explained that a binding site plan is standard and it is in the City's best interest.

Don Hall has been coming to the Planning Commission and City Council meetings and listening to developers about their projects. He is impressed with the applicants. He urges the Council to approve this project. It has been going on for a long time and all the questions of the Planning Commission have been answered.

Andrew Shogren, 961 West Oak Court, remains concerned. He feels ground monitoring wells are important and should be done for the life of the project. Sequim First did submit a letter and it is in the packet. They have suggested a larger EIS. There has been a lot of growth in Sequim and it is an important piece of the project.

Hays asked if the project is vested because he would like to impose the current design standards. Ritchie would have to review all the documents.

Mayor Dubois closed the public hearing at 10:10 p.m.

Ritchie will provide information at the November 9 meeting concerning the traffic mitigation and vesting.

### **PUBLIC HEARING (Legislative)**

6. Low Impact Development --- This item is continued to November 23, 2009 at 6:00 p.m.

### **CONSENT AGENDA**

7. Approve/Acknowledge
  - a. City Council Meeting Minutes – October 12, 2009
  - b. Claim Voucher Recap dated October 26, 2009 total payments \$363,850.22

**MOTION** to approve as read made by Lorenzen; second by Erichsen. **Carried Unanimously.**

### **UNFINISHED BUSINESS**

8. Municipal Court implementation

Ritchie recommends negotiating a one-year extension with the County. Port Angeles is also doing a one-year extension to allow them to look at municipal court. A consultant has been retained who will have a report in one week setting out the cost benefit analysis.

There was consensus to proceed with a one-year extension of the contract with Clallam County.

9. Review Cost Allocation Plan

Burkett indicated much information has been provided. Please provide any questions or issues as the staff is recommending proceeding with the plan for 2009 and 2010 budget.

There was consensus to proceed.

10. Comp Plan Amendments – review/update of public input and establish remaining schedule

Ritchie stated there are deadlines associated with this issue. A schedule will be set and placed on the agenda.

11. Water meter replacement project --- This item is continued to November 9, 2009

**NEW BUSINESS**

12. DM Disposal Contract

**MOTION** to approve the proposed contract made by Hays; second by Lorenzen. **Carried Unanimously.**

13. City Council endorsement of Earth Day 2010

**MOTION** to endorse and support the efforts of the Mayor and the Sequim Earth Day Organizing Committee in sponsoring an event called Sequim Earth Day 2010 on April 17, 2010 at the Boys & Girls Club made by Lorenzen; second by Schubert. **Carried Unanimously.**

**GOOD OF THE ORDER**

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

**EXECUTIVE SESSION**

Mayor Dubois announced an executive session for property acquisition. The Council will discuss the price that Council may wish to offer because discussing in public may affect the ability to negotiate. It is expected to last 10 minutes and action is anticipated. The Council adjourned to executive session at 10:38 p.m.

Council returned from executive session at 10:45 p.m.

**MOTION** to authorize the City Manager to negotiate a contract with a property landlord for Public Works and Planning housing subject to Council approval made by Hays; second by Lorenzen. **Carried Unanimously.**

**NEXT MEETING DATE**

Mayor Dubois announced the next meeting dates of November 9, 2009 at 5:00 p.m. and November 23, 2009 at 5:00 p.m.

**ADJOURNMENT**

**MOTION** to adjourn at 10:48 p.m. made by Lorenzen; second by Hays. **Carried Unanimously.**

Respectfully submitted,

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Karen Kuznek-Reese, MMC  
City Clerk

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Laura Dubois  
Mayor

Minutes approved at a regular council meeting held on November 23, 2009.