

**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
FEBRUARY 12, 2018**

1. [City Arts Advisory Commission](#)

Bush stated the City Arts Commission (CAAC) is having their annual planning session on February 21. It would be helpful to have Council input regarding expectations for the CAAC. The fund balance is running down so we would like to obtain Council feedback on funding for the commission.

There was discussion about the amount of staff time it takes to assist with the Arts Commission and its events/activities. It is approximately \$7K to \$10K in General Fund expenses with First Friday and Music in the Park (MIP). Leonard-Ray does not want money to be used for MIP that was set aside to be used for Civic Center art.

Hagener explained that the \$50K allocated for the Civic Center is from General Fund, not bond proceeds. Bond proceeds were spent 100% on the Civic Center. Anything else was financed via cash savings. Donations from the community and sponsors have paid for MIP. There is about \$17K left from the \$50K allocated for the Civic Center. The CAAC is concerned about having seed money for their projects.

We do not receive enough in sponsorships to pay for the MIP program. Hagener can provide a full accounting of how the Civic Center money has been spent.

Lake would like a list of the amount of time involved in MIP and other activities.

Miller likes the great job done by CAAC for art in the civic center. He is concerned about government sponsorship of art. Should we spend tax dollars on art? He has no problem spending money for art at the Civic Center.

Leonard-Ray outlined the duties associated with the quarterly art exhibits. There needs to be some seed money to conduct some of the activities being proposed.

Bush reiterated that he has heard from Council that 1st Friday and MIP are things of value, as well as a variety of events including block parties.

Mayor Smith called for a 10-minute break at 5:50 p.m. Meeting reconvened at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Bob Lake, Pam Leonard-Ray, Ted Miller, Candace Pratt, Dennis Smith, Jennifer States, Brandon Janisse

CHANGES TO THE AGENDA

CEREMONIAL

REPORTS

Committee, Board and Liaison

Lake attended a school board meeting. He outlined a few things he liked about their meetings, such as they start by reading their mission and vision and announce why they can't respond to someone who speaks during public comment. When a person is done speaking, they are told when they will hear back, and other business is separate from public comment.

Pratt reported on City Action Days. The latest issue of City Vision is devoted to the opioid and drug addiction crisis and what communities are doing about it.

She attended a Youth Services Task Force meeting. The task force has identified at least 26 unaccompanied youth in Sequim. Mike Flynn is working with the school district to develop a program providing host homes for the youth. They are hoping to line up 6 homes in 2019.

Pratt attended the hackathon where the need for broadband was reiterated. She also attended the Irrigation Festival pageant.

Presiding Officer

Mayor Smith attended the 3-hour short course on local planning. Good information was presented. He was invited to attend a presentation at Olympic Medical Center where the OMC Foundation presented \$250,000 to help fund the expansion of the Sequim Cancer Center. In July they will put out bids, start construction in October 2018 and be completed in October 2019. He talked with Eric Lewis who indicated they are increasing exam rooms in Sequim and adding doctors. He and Charlie will meet with Eric about OMC's plans.

February 8 he attended the Chamber of Commerce board meeting. A student liaison to the board was introduced.

City Manager

2. Human Services Update

We are working on a Memorandum of Understanding with Peninsula Behavioral Health. The Police Department has revised their standards on how we reach out to homeless persons in the community. We are also working on revisions to the human services funding process. That will come to Council in the second quarter.

3. Crisis Communication Plan

Hanna provided information on the Crisis Communication Plan that will be a part of the City's Comprehensive Emergency Management Plan.

4. Public Restrooms Upgrade

Garlington explained the upgrades that have been made to the public restrooms. Surfaces and other areas have been improved to make them easier to clean and to increase safety for the employees and the public.

Bush reported many are working on the sheltering issue for the homeless. He has received a bid from Serenity House for \$20K to provide 6 beds. He has been talking with Clallam Transit and their surplus van pools may be a transportation option. We would need people to drive the van so we may use VIPS to serve as drivers. A draft contract should be available in March. Bush provided information about the difficulties in using CTS and its drivers.

PUBLIC COMMENTS Please limit comments to 3 minutes. Please see "Public Comments" rules attached.

INFORMATION/COUNCIL QUESTIONS INVITED

5. Chamber of Commerce Year-End Report

PUBLIC HEARINGS (Quasi-Judicial)

6. Fairweather Phase A Plat Alteration and Resolution R2018-07

Mayor Smith read the rules for the public hearing. He asked for appearance of fairness issues. Hearing no response, the public hearing was opened at 6:40 p.m.

Gary Dougherty stated this hearing is for an amendment to the Fairweather Phase A plat. He provided information indicating that most lots in the subdivision have been built

out. This project was originally to be developed in 4 phases. Only Phase A was finalized. This alteration is for Lots 67 through 72. The existing setback from the front line is 18' from the property line. The existing setback is larger than what would be required today for an unplatted lot. Green Crow Properties owns all the lots. They are asking for a reduction on the front property setback because housing designs would only leave 8-10' of level ground behind the houses. That would be a small backyard for these lots.

Staff recommends approval for no less than a 15' setback from the property boundary. The homeowners' association has submitted letters of support for this request. Letters have been received about parking concerns and blocking the sidewalk. Houses will have 2 car garages. Subdivision standards require 2 off-street parking places per unit. A 15' setback allows for an approximate 30-40% increase in usable rear yard. They were vested with an 18' setback. Staff is recommending 15' setback and signage requirements.

Staff recommends approval of the Fairweather Phase A Plat alteration and that the sidewalk along Nimbus Lane be constructed and as-built plans approved by Public Works, or performance bonds in place based on the original approved development plans, prior to recording of the final alteration map. The bond shall be posted consistent with the requirements of SMC 17.64.020. There was discussion regarding CC&Rs.

Bruce Emery, representing Green Crow, concurs with staff's recommendation. He explained the layout of the plat. They knew a sidewalk was necessary. They wanted to wait to install the sidewalk until the construction is completed so they are not chipped or damaged. They would rather carry a bond.

Mayor Smith asked for additional speakers. Hearing no response, the public hearing was closed at 7:05 p.m.

MOTION to approve Resolution R2018-07 approving the Fairweather Phase A plat alteration subject to the conditions of approval as set forth in the staff report in addition to the Planning Commission's recommended amendment to condition number 1H that the sidewalk along Nimbus Lane shall be constructed and as-built plans approved by Public Works, or performance bonds in place based on the original approved development plans, prior to recording of the final alteration map. The bond shall be posted consistent with the requirements of SMC 17.64.020 made by Ted Miller; seconded by Bob Lake. **Carried Unanimously.**

CONSENT AGENDA

7. **Approve/Acknowledge**
 - a. City Council Meeting Minutes - January 22, 2018
 - b. City Council Meeting Minutes - January 29, 2018
 - c. Claim Voucher Recap Dated 2/12/18 Total Payments \$635,849.99
 - d. Resolution No. 2018-06 Adopting the Comprehensive Plan Amendments

Miller asked that Item 7D be withdrawn.

MOTION to approve Items 7a, b and c made by Ted Miller; seconded by Candace Pratt. **Carried Unanimously.**

MOTION to identify Attachment 1 and 2 of the resolution and approve resolution R2018-06 made by Miller; second by Janisse. **Carried Unanimously.**

UNFINISHED BUSINESS

8. Resolution R2018-05 Adopting the Facility Use Policy and Ordinance No. 2018-003 Amending Rates and Fees for City Facilities

Vanausdle reported that the city staff recently underwent a Kaizen event that resulted in recommendations for streamlining the administrative process and recovering janitorial costs.

The current facility rental fee schedule provides free rentals to Clallam County government agencies. Staff would like to expand that to include non-profit organizations. We will still charge a cleaning fee. This would save administrative time because we would not be refunding fees. This proposal also creates a commercial rate.

In 2018 we will begin tracking expenses on rentals. This also proposes removing the transit center from rental availability. A lot of time and resources have been spent retrofitting that building as an emergency operations center (EOC). If an EOC was necessary, it would be difficult to set one up if there is a rental in the building. The City and Clallam Transit would be the only ones using the transit center. Guy Cole and the Civic Center would be available to renters.

We also have an admin building at 226 N Sequim Avenue. The purpose and use of the building has not been decided but it is a resource. The risk pool is in favor of insurance requirements as stated in the policy. These are standard insurance rates through the risk pool.

Vanausdle provided information on the cleaning fee charges for Guy Cole. Our website has a facility rental component that will allow people to book the facilities online. We will use this function for Guy Cole as a test project.

Following discussion there was Council consensus that the Transit Center remain available for rent.

MOTION to approve Resolution R2018-05 implementing the new City of Sequim Facility Rental Policy and Ordinance No. 2018-003 revising the 2018 Rate and Fee Schedule except that the Transit Center and its kitchen remain available with the terms previously adopted made by Ted Miller; seconded by Bob Lake. **Carried Unanimously.**

9. Neighborhood Boundary Revisions

Irvin stated there has been interest in revising the neighborhood boundaries. He explained the proposed changes to the neighborhood maps. Staff recommends continuing with current boundaries until ServiceFest is completed.

NEW BUSINESS

10. Fir Street Local Agency Supplement #2

Klontz reported that Supplement #2 obligates the remainder of the federal funding for this project. It will allow us to make offers for right-of-way easements and acquisitions. In mid-March we will begin acquiring easements so we can advertise in the Fall. An appraiser has determined right-of-way compensation as outlined in the attachment. If people do not agree to sign off on the right-of-way acquisition, the project would be realigned adding to construction costs. Klontz said that we do have some negotiating to do and explained the school district's interest in the City vacating 2nd Street.

MOTION to authorize the City Manager to sign Local Agency Supplement No. 2 and return to Public Works for processing by Bob Lake; seconded by Pam Leonard-Ray. **Carried Unanimously.**

11. Blake Avenue Project Overview

Klontz stated this is out to bid with proposals due February 14. He told Councilmembers that their names are on each contract that goes out to bid. He explained the improvements that would be made to the street.

12. Rose Garden Plans and Memorandum of Understanding between the City of Sequim and the Sequim Botanical Garden Society

Jean Pier provided information on what has been completed in the garden area and what is planned for the future. Andy Pitts provided an overview of the Rose Garden plans and future maintenance requirements.

MOTION to authorize the City Manager to sign the Memorandum of Understanding as presented and grant permission to the Sequim Botanical Garden Society to execute their plans to develop and plant the Rose Garden made by Ted Miller; seconded by Pam Leonard-Ray. **Carried Unanimously.**

GOOD OF THE ORDER

Brandon Janisse suggests the Council begin thinking about our relationship with the PUD. The PUD is raising their rates. He asks that we have an open discussion with the PUD. The City's budget is impacted by the PUD rates.

The PUD board meets every Monday at 1:30 p.m. States indicated she will track their agendas and agreed to attend one meeting each month.

Bush reiterated that our concern is that there is clear transparency in rate increases.

Pratt indicated she has volunteered to read a book to students in April. She urged Councilors to express a willingness to participate.

PUBLIC COMMENTS (Please limit comments to 3 minutes each)

CLOSED SESSION Contract Negotiations RCW 42.30.140

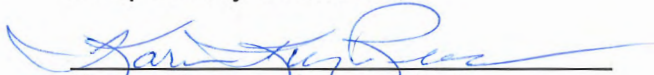
Mayor Smith indicated this is an information only presentation. No action is anticipated. It will last 15 minutes. Recessed at 8:50 p.m.

Reconvened at 9:05 p.m.

NEXT MEETING DATE February 26, 2018 (6:00 p.m.) and March 12, 2018 (5:00 p.m.)

ADJOURNMENT 9:08 p.m.

Respectfully submitted,



Karen Kuznek-Reese, MMC
City Clerk



Dennis Smith
Mayor

Minutes approved at a regular Council meeting held on February 26, 2018.