

**CITY OF SEQUIM  
CITY COUNCIL MINUTES  
SEQUIM CIVIC CENTER  
152 WEST CEDAR STREET  
SEQUIM, WA  
FEBRUARY 26, 2018**

**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**

Leonard-Ray reported on the Arts Commission retreat.

Haelee reported that scholarship notebooks have been turned in. She reported on all the events and activities taking place at the high school. There is an uneasiness of the students because of the recent school shootings. On February 19 she joined others and went to the Capitol. She testified on a bill for school funding. She attended the Arts Commission retreat. She is helping with planning of the art house/maker space. She is looking at the potential to create more murals. They are working on creating a mural at the school.

**Presiding Officer**

Mayor Smith reported on the recent Coffee with the Mayor. There were 5 attendees. Four of those were new attendees.

He and Pratt attended the CTS board meeting. Union negotiations are coming up. 5 of the 8 CTS board members this year are new. There is a learning process taking place.

**City Manager**

1. Business Blitz Update

Irvin reported on the Business Blitz. 44 businesses were visited in October and 8 since then. Feedback has been helpful. We are working on steps to get back in touch with the businesses. During the event, 30 businesses responded that they would be interested in partnering on workforce development training.

## 2. Celebration Council Meeting - Annual Report

Bush stated that some cities have celebration meetings. We are considering April 9 as a "good news" council meeting and will unveil the annual report. The meeting format would be more festive and fun.

There is a supplemental budget at the state. Our low interest loans are now funded. Bush outlined those items that are funded.

Garlington added these are grants and loans that were in the budget. He explained the status and indicated that a total of approximately \$316,000 will be forgiven because of the City's hardship status.

Irvin presented the Public Partnership Award that was provided to the City at the EDC annual dinner.

### **PUBLIC COMMENTS**

Darlene Schanfald expressed concern about the Department of Fish and Wildlife's intent to allow 15 of the remaining 40 elk to be killed. The elk do not have a lot of land left. She asked the council to think about taking a position and talk with the farmers and Fish & Wildlife with any concerns.

Tracy Swanson expressed concern about the recent school shootings. The School District, City and community members can all come together and form a brainstorming session to be proactive in the event of school shootings. The high school is wide open. It is very concerning. Does the City of Sequim have a mass casualty safety plan? Can we start a conversation? Is there an existing group? She hopes some immediate action can be taken to make schools safer. She knows funding is the biggest problem. She knows there are those out there who are interested in this.

Debbie Madden, Sequim Lavender Growers Association Executive Director, stated there are less than 142 days left until the Sequim Lavender Festival. They will use the north end of Carrie Blake Park for the venue this year. She expressed gratitude to the City staff and the various groups who have helped support this event. They will contract with the Blake family for use of their field. They are notifying neighbors that the area will be used this year. They have received 170 applications with 60 being new vendors.

## INFORMATION/COUNCIL QUESTIONS INVITED

3. Financial Policies: Budget Development, Fund Balance and Reserves, Investments, Debt Management, Interfund Loans, Purchasing and Change Orders, Equipment Acquisition & Replacement, and Financial Planning
4. Sequim Transportation Benefit District Safety and Maintenance Summary - 2017

## PUBLIC HEARINGS

## CONSENT AGENDA

5. Approve/Acknowledge
  - a. City Council Meeting Minutes - February 12, 2018
  - b. Claim Voucher Recap Dated 2/26/18 Total Payments \$834,295.61

**MOTION** to approve the Consent Agenda made by Ted Miller; seconded by Pam Leonard-Ray. **Carried Unanimously.**

## UNFINISHED BUSINESS

6. 2017 Annual Financial Policy Compliance Report

Hagener reviewed the Summary by Fund explaining the City's actual to budgeted expenditures and revenues. Revenues were 6% or \$595k more than budget in the General Fund. She provided an overview of the City budget. She explained that all other funds are doing well. The City had their first audit from the Department of Revenue. The audit took approximately 6 months.

There was \$3 million worth of capital projects for 2017. She reviewed the projects that are underway or completed.

7. 2017 Financial Report for City of Sequim
8. Sequim Transportation Benefit District Annual Financial Report 2017

The TBD brings in about \$700,000 in revenue. She explained the TBD projects totaling approximately \$848,000.

9. 2018 North Blake Avenue Sidewalk Contract Award

Klontz reported six bids were received. Interwest Construction is a local contractor and had the lowest responsible bid. The plan is to be completed by Lavender Festival.

\$249K was the engineer's estimate. Low bid was \$217,000. This bid does not reflect the change on the plates that were previously discussed.

**MOTION** to award the contract to Interwest Construction in the amount of \$217,000. Additionally, I authorize the City Manager, or his designee, to enter into a contract with Interwest and I authorize a 10% contingency above the award amount made by Ted Miller; seconded by Bob Lake. **Carried Unanimously**.

10. **Facility Rental Modifications and Resolution No. R2018-04**

VanAusdle stated the council previously adopted a facility rental policy. The Council had asked that the transit center remain available for rent. This is a new updated rate schedule that incorporates recent changes into the transit rental rates. She presented and explained two options. Staff is recommending that the entire building be rented as a whole. Staff also recommends that weekend cleaning be provided by The Bucket Brigade. She provided the history on the various agencies that have used the transit center throughout the year.

Lake suggested removing the option for the audio/visual rental fee. It has never worked. Leonard-Ray suggested a disclaimer on the transit rental contract indicating that the City may need to have people vacate the building in the event of an emergency.

**MOTION** to approve Option 1 Facility Rental Modifications and Ordinance No. 2018-04 made by Ted Miller; seconded by Candace Pratt. **Carried Unanimously**.

**NEW BUSINESS**

11. **Ordinance No 2018-002 Creating Chapter 3.54 Establishing a Rainy Day Fund**

Hagener stated that our code establishes a contingency fund. The amount that can be set aside in that fund is set by RCW. She would like to start putting money away to save for a "rainy day", emergency or to provide the ability to be able to make an expenditure if something becomes available.

Miller recommends closing the contingency fund and putting it all in one account. Hagener explained the source of these funds is one-time revenues to the General Fund. The water and/or sewer funds need to be able to sustain themselves. Leonard-Ray suggested an education component to help the residents understand this issue.

Hagener explained she would like approval of this ordinance now as she will be presenting a budget amendment and she would like to be able to fund this account in the first quarter.

**Vote on the motion. Aye by Smith, Pratt, Miller, States and Lake. Nay by Leonard-Ray and Janisse. Motion Carries.**

12. Purchase Two Police Pursuit Patrol Vehicles

Chief Crain explained the police department purchases two vehicles per year. This purchase is included in the budget.

**MOTION** to approve the purchase of two Police Pursuit Patrol Vehicles made by Bob Lake; seconded by Ted Miller. **Carried Unanimously.**

**GOOD OF THE ORDER**

Teya reported that the seniors will have a basketball game against the staff on March 8. A Fine Arts Assembly takes place on March 13 and the Drive for School on April 16 are all fundraisers for the senior class.

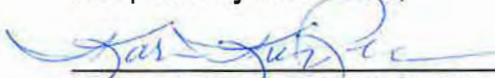
**PUBLIC COMMENTS (Please limit comments to 3 minutes each)**


**EXECUTIVE SESSION**

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

**ADJOURNMENT at 7:40 p.m.**

Respectfully submitted,

  
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Karen Kuznek-Reese, MMC  
City Clerk

  
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Dennis Smith  
Mayor

Minutes approved at a regular Council meeting held on March 12, 2018.