

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL

CHANGES TO THE AGENDA

CEREMONIAL

REPORTS

Committee, Board and Liaison

Lake reported on the PREP meeting that he attended. He provided a copy of documents he received. The County would like to have Sequim's input on the CEMP documents.

States reported on the SWAC meeting that she attended. There was a presentation from the Plastic Reduction Coalition. New tests show that 90% of water bottles have microplastics. Plastics are getting into our food stream. Thin film plastics (plastic grocery bags) are the enemy of recycling. China is starting to refuse to take our garbage. Haulers are starting to talk about what is on the "ban" list. SWAC will make a recommendation to the County on reducing single use consumption plastic bags. States has volunteered to work on the subcommittee.

Leonard-Ray reported on the:

- City Arts Advisory Commission (CAAC) meeting which she was unable to attend. They did select musicians for the summer music events. April 6 is the opening for the Audubon Art Show. There will be a police department display in May and the Surface Design Group will have an exhibit in June. The CAAC is also looking at a sculpture event.
- Board of Health meeting where they discussed 3 health improvement areas: access to care; affordable housing; and alcohol, tobacco and drugs.
- Sister City Association who held a planning retreat. They have decided to form a non-profit corporation.

Pratt reported that she attended the:

- Port of Port Angeles board meeting to hear the discussion about the John Wayne Marina
- March 14 walkout
- March 15 Sequim Cares meeting
- CTS meeting
- March 23 LTAC meeting where members brainstormed for a winter event which would begin in 2020.
- Youth Task Force meeting. They will hold open mic events at the admin building. Saturday she attended the Irrigation Festival kickoff dinner.

Janisse attended the Planning Commission meeting. Karen Mahalick was elected as chair and Roger Wiseman as vice chair.

Miller attended the NODC meeting. The focus was on community-based financing for small business. They discussed early learning needs in the community. There was a vote on the NODC structure.

Student Liaison

Haelee reported on the March 5 student body meeting. A new program has started that will allow students to letter in Community and School Service. A poll is out asking juniors and seniors if they are working or looking for work. The Fine Arts Assembly took place and the art class painted a mural during the assembly. They are currently planning the mural at the admin building. The Robotics and Knowledge Bowl teams went to State.

Presiding Officer

Mayor Smith attended the Clallam Transit board meeting, the Coffee with the Mayor, and was a judge at the high school talent show. He also attended the Irrigation Festival kickoff dinner. The royalty will attend a Council meeting soon.

City Manager

Kuznek-Reese reported that we are trying to schedule the follow-up session on the Council goals. Following discussion, it was agreed to look at scheduling for a Saturday morning.

ServiceFest

Deschenes reported that there are weekly meetings regarding ServiceFest. Neighborhood projects are being discussed. There will be music on June 5 and June 15 from 6-8 pm. Day of Color is on April 21 where the community will be infused

with color. The EOC will be activated as an incident command center. Kiosks will be completed as well as paths throughout the community.

Irvin added that caravanners will be located behind the band shell next to Bell Creek. Habitat for Humanity is verifying information and identifying projects to be completed. Public projects may include community kiosks for each neighborhood to be used for information sharing and they are working with Public Works to identify areas for informal pathways. Potential projects also include an arbor at the rose garden, the shed for the Carrie Blake lawnmower, and the East Washington corridor. A Rally in the Alley event will also take place during this time.

Staging Lot Items Update

- State certified arts district is being discussed by the arts commission. They will make a recommendation in the future.
- Neighborhood boundary revisions will be addressed after ServiceFest. We will be looking for input from the neighborhoods.
- The Sand Garden will be completed by July 25.
- Clint Woods is investigating a network mesh system. A recommendation will be made at a later date. Lake indicated this is to connect to the county as well.
- Guy Cole Phase 3 (east end breakout rooms) may be able to be completed by Public Works. This will require further discussions with Public Works. The Guy Cole ribbon cutting is taking place Wednesday, March 28, at noon.

Human Services Funding Process

Bush reported human services contracts have been extended one year. During this year we will determine how to proceed. Staff will work with council during the second quarter on this issue. We will look at the existing process and discuss guiding principles at a work session. There will be a recommendation to use an outcome based RFP process. It is suggested there also be a joint meeting with the county to see where the needs are.

Pickleball Update

Klontz showed pictures of the pickleball courts. He explained that there were two options when soil problems were discovered. They could extend the contract and wait for things to dry out or dig out the materials and replace with suitable foundation material. The decision was made to lay a foundation and keep the contractor on schedule. Fence posts were placed today. We have used the 5% contingency with this one issue.

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

INFORMATION/COUNCIL QUESTIONS INVITED

PUBLIC HEARINGS (Legislative)

1. Ordinance No. 2018-001 Amending SMC 17.32.110 Concerning Subdivision Access

Mayor Smith read the rules and opened the public hearing at 6:47 p.m.

Klontz indicated the current code requires 2 points of access. The Fire Code requires that subdivisions with 30 or more lots have 2 points of access. You can have 30 lots and meet the 2 points of access with the splitter island. After lot 30 a second access point is required. If there is a topographical challenge, this can be reduced if certain criteria are met.

Miller is concerned about why Public Works is involved instead of DCD. Klontz responded that both departments are involved. There was discussion concerning following the variance process.

Kuznek-Reese read comments submitted by Dan Maloney.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 7:01 p.m.

MOTION to adopt Ordinance No. 2018-001 amending section SMC 17.32.110 related to subdivision access with the following change: delete the entire underlined sentence starting with "if the required separation distance" going to the end of the underlined section ending with "short plat or subdivision" and replace it with "if the required separation distance is not possible, the applicant will have the right to seek a variance to be heard in conformance with the Sequim Municipal Code made by Miller; second by Lake. **Carried Unanimously.**

CONSENT AGENDA

2. Approve/Acknowledge
 - a. City Council Meeting Minutes March 12, 2018
 - b. Claim Voucher Recap Dated 3/26/18 Total Payments \$623,936.03

MOTION to approve made by Candace Pratt; seconded by Pam Leonard-Ray. **Carried Unanimously.**

UNFINISHED BUSINESS

3. Resolution R2018-03 Providing for a Ballot Proposition on the November 6, 2018 Ballot to Renew and Continue to Impose a Sales and Use Tax of Two-Tenths of One Percent Within the Boundaries of the Sequim Transportation Benefit District

Bush indicated this is a follow-up to the discussion as presented by Public Works some time ago.

Kuznek-Reese reported that the TBD taxing authority is set to expire in 2019. To extend this tax for an additional 10 years, a ballot measure must be approved by the voters of the City of Sequim. Adoption of this resolution will allow for the ballot proposition to be placed on the ballot in November. The City also has the option to provide pro/con statements in the voter's pamphlet. The Council will need to solicit applications for committee members to write those statements. There can be up to 3 members on each committee. These statements must be to the Auditor by August 7.

MOTION to approve Resolution R2018-03 Providing for a Ballot Proposition on the November 6, 2018 Ballot to Renew and Continue to Impose a Sales and Use Tax of Two-Tenths of One Percent Within the Boundaries of the district for the purpose of financing a portion of the costs associated with the projects identified in the City's Transportation Improvement Program made by Ted Miller; seconded by Brandon Janisse. **Carried Unanimously.**

MOTION to solicit applications for committee members who will write pro/con statements to be included in the voters' pamphlet made by Bob Lake; seconded by Pam Leonard-Ray. **Carried Unanimously.**

4. [Q1 2018 Proposed Budget Amendments and Ordinance No. 2018-005 Authorizing Unforeseen Expenditures for 2018](#)

Hagener stated this is the first touch for this ordinance. There will be a public hearing on this issue in April. These amendments have been before the City Council during prior discussions. She explained that one-time revenues should be set aside in reserves or restricted to non-recurring expenses. RCW restricts what can be put in to the contingency fund. It is best practice to place one-time revenues into a reserve fund. We have had a contingency fund, as well as other reserve funds, that were modestly funded. We are not proposing to spend any excess funding. It will be placed into reserves. The GFOA indicates these funds can be used for budget stabilization; pay down debt; recovery from disaster; capital enhancements; one time opportunity and they all require Council action.

She explained the City will have a temporary intern during the summer months which amounts to .3 FTE. Authorization for that position will be included in the amendments.

5. [Resolution R2018-04 Authorizing Pre-Membership Interlocal Agreement with Washington Cities Insurance Authority \(WCIA\)](#)

Hagener explained the benefits of shifting to WCIA. The City can start accessing their training and information now.

MOTION to approve Resolution R2018-04 authorizing pre-membership with WCIA and authorize the City Manager to sign the pre-membership Interlocal Agreement with WCIA made by Ted Miller; seconded by Brandon Janisse. **Carried Unanimously.**

NEW BUSINESS

6. Resolution R2018-10 Authorizing Waste Management to Terminate Service for Non-Payment

Nelson-Gross stated that the resolution needs to be amended to say Waste Connections rather than Waste Management. She explained there was concern during the winter regarding DM Disposal's policy change for standby and snowbirds. The City has been working with DM Disposal to reinstate standby charges. DM Disposal cannot terminate service without the City's consent. This will provide the authority to terminate service to residents who have not paid for 90 days. This contract ends in 2019.

Miller expressed concern that if someone refuses to pay, DM Disposal will be authorized to end service and the City will then have increased garbage around town.

Nelson-Gross stated this is a short-term solution to a problem. Longer-term policy discussions will take place in the future. These will include the authority to lien a property for non-payment, compulsory service requirements, etc.

Chad Young, site manager for Olympic DM Disposal, reported there are 109 customers at 90 days and the total is just under \$39,000.

Leonard-Ray is not opposed to this resolution. There are people in Sequim that do not arrange to have service; they take their trash to other places such as Walmart, the park, etc. As a temporary solution she is good with this resolution.

Miller wants staff to address the other goals to make sure bills get paid and trash doesn't pile up.

MOTION to approve Resolution R2018-10 Authorizing Waste Connections to Terminate Service for Non-Payment made by Ted Miller; seconded by Pam Leonard-Ray. **Carried Unanimously.**

7. 2018 City Wide Pavement Preservation

Klontz described the projects that are scheduled for 2018. Chip sealing will take place on some streets. Those streets will be a bit noisier and a rougher ride for bicyclists. Asphalt restoration will be completed at River Road and Silberhorn. This will require the intersection being closed for a 2-day period.

Klontz explained the ADA ramps that were previously discussed for Blake Avenue were way too costly.

He has included a line item for consultant inspection and testing. We want to keep a healthy fund balance in the TBD in the event Fir Street becomes more expensive than we anticipate. Klontz would like to purchase 14 solar radar signs and that would be TBD funded. These are very popular and are low impact speed reductions.

MOTION to authorize Public Works to advertise the 2018 City-wide pavement preservation projects as presented made by Bob Lake; seconded by Ted Miller. **Carried Unanimously.**

8. 2018-2023 License with the Sequim Farmers' Market

Irvin stated the farmers' market has been located in the Civic Center plaza for the past couple of years. They have asked to use Cedar Street from Sequim to the east side of Seal Street. This would require signage for those wanting to turn onto Cedar Street from Sequim Avenue.

Mayor Smith would like to find a different location for the liquor license application to be posted. Irvin responded that will be reviewed.

MOTION to approve and authorize the City Manager to sign the 2018-2023 License with the Sequim Farmers' Market made by Ted Miller; seconded by Candace Pratt. **Carried Unanimously.**

9. Public Works Board Loan Application for Prairie Street Preconstruction Activities

Klontz stated this project is to connect two economic opportunity areas (EOAs) and rehabilitate Prairie Street.

Washington Street is at capacity. There is a need for a street south of Washington to handle traffic. Prairie Street is included in the transportation master plan and will provide congestion relief to Washington Street. The loan application provides for a public outreach and engagement program. The total project cost is \$1,372,000. This will allow for purchase of rights of way for future expansion of Prairie Street and provide a very attractive project for future grant opportunities. If those EOAs develop, there will need to be options for traffic.

The interest rate is 1.56% for up to 20 years. There are no prepayment penalties and no bond covenants. The project needs to be completed in 2 years. We can finance up to \$1 million. Yearly payments are less than \$60,000.

MOTION to authorize the City Manager to confirm Council approval of a \$1 million pre-construction loan application to the Public Works Board for Prairie Street Preconstruction Activities made by Bob Lake; seconded by Ted Miller. **Carried Unanimously.**

GOOD OF THE ORDER

Pratt reminded everyone of the upcoming Guy Cole Event Center ribbon cutting. Irvin stated Steve Tharinger will be at the ribbon cutting to say a few words. Mike Chapman and Kevin Van de Wege also plan to attend. Bush added that there will be a debrief with them in June.

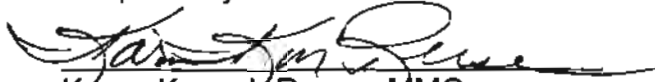
PUBLIC COMMENTS (Please limit comments to 3 minutes each)

EXECUTIVE SESSION

NEXT MEETING DATE April 9, 2018 (6:00 p.m.) and April 23, 2018 (6:00 p.m.)

ADJOURNMENT at 8:35 p.m.

Respectfully submitted,



Karen Kuznek-Reese, MMC
City Clerk



Dennis Smith
Mayor

Minutes approved at a regular Council meeting held on April 9, 2018.