

**CITY OF SEQUIM
CITY COUNCIL MEETING MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM WA
June 24, 2019**

WORK SESSION

1. Capital Improvement Program (CIP) Overview

Klontz reported that there have been capital improvement projects happening in Sequim for the last 905 consecutive days. Klontz reviewed the projects scheduled for 2020 as well as projects scheduled for future years.

There was discussion about including options in the CIP for solar at Guy Cole Event Center.

Miller suggested moving the North 9th Avenue extension from Brackett to Hendrickson to an earlier timeframe than 2023.

Pavement preservation is necessary in Oak Tree Village. There will be more information presented later this year.

Bush reported there are discussions taking place concerning public/private roads. There was discussion about having HOA participation in the pavement indexing program. This opportunity was offered during the last survey. There was only one homeowners' association that participated.

Lake suggested allowing for a larger boundary of the East Hendrickson Extension of the Olympic Discovery Trail from North Sequim Avenue to North Brown Road.

2. Neighborhood Plan

Bush provided information on projects that have taken place on neighborhood improvements. He also provided information concerning the programs/projects that are planned for the future.

Additions were suggested by councilmembers such as partnering with the county on wellness/health issues, educate neighborhoods on site triangles, map your neighborhood in CERT, including pedestrians in Transportation because we do more than just roads, and including electric vehicle charging stations in neighborhoods.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Smith, Lake, Miller, Pratt, States, Armacost, Janisse

CHANGES TO THE AGENDA

Mayor Smith indicated he would add Student Liaison appointments under Ceremonial.

CEREMONIAL

Deputy Mayor Pratt indicated that she and Brandon Janisse interviewed candidates for the student liaison position. Eva Lofstrom will return as the senior liaison and Hannah Hampton will serve as the new liaison. Both students introduced themselves to the council.

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

Patrick O'Keefe has worked with the city in the past over the alley from North 5th to 7th. When they took up old asphalt on Fir, it was packed into the alley. It is a very heavy trafficked area. The alley on Bell between 4th and 5th is also bad. It will get worse as soon as the stoplight goes in at 5th and Fir.

Garlington indicated we used grindings in the alley a few years ago. It had a positive effect that is going away. The street department will do an assessment of the alley. They will sweep up the dust and loose material. When the City has its next chip seal project, which is part of the pavement rehab project, we will look at including that stretch of alley. It will most likely be next year or the year after.

Emily Westcott asked for council support for a flower basket. Candace will collect the money. Emily reported on the weed patrol in Sequim. She has been working with local businesses to beautify their areas.

Don Baron provided information on his proposals to reduce waste and carbon footprint. This includes prohibiting unsolicited distribution of phone books. They litter the streets of Sequim. He would like to see the tractor pull at the Irrigation Festival eliminated. This belches toxic black smoke into the air. These vehicles would be illegal on Washington roads. He doesn't believe the event should take place today.

Sue Parker, 325 N 5th Ave #52, has been talking with Brandon about the alley degradation issue. She is really impressed with responses from the City. She thanked David, Matt, and Brandon.

PUBLIC HEARINGS

ACTION ITEMS

CONSENT AGENDA

Approve/Acknowledge

3a. City Council Meeting Minutes June 10, 2019

3b. Claim Voucher Recap Dated June 24, 2019 Total Payments \$602,791.96

3c. Lodging Tax Advisory Committee Minutes – June 14, 2019 and Tourism Enhancement Grants for Colonial Fest, Dungeness Cup, Sequim Lavender Experience Marketing

MOTION to approve the Consent Agenda made by Pratt; second by Janisse.

Lake would like to change the meeting minutes to reflect that Lake would consider public access/control different from public ownership.

Amendment to the motion to reflect Lake's changes made by Miller; second by Janisse. Carried Unanimously.

Vote on the main motion. Carried Unanimously.

OTHER

4. Facility Rental Policy and Amendment to Rental Fees

Sarah VanAusdle recapped comments from Council that have been incorporated into the current fee structure. These include allowing nonprofits to have free rentals on days with low demand which is Monday and Tuesday. Lake suggested Monday through Thursday. Sarah added that there are some events that would like additional time because they have a weekend event that would include a Thursday .

Incorporating the Bucket Brigade into the City's rental fees is included in the proposal.

All the models include a 20% premium for those outside the city. The projections assume a 2-hour rental with a 10-hour maximum charge per day. She presented various pricing options.

Miller thinks we should charge a 20% premium for weekend usage. Lake agrees and would like Monday through Thursday provided for nonprofit usage. Pratt would like to see Monday through Wednesday to allow for longer weekend usage.

Garlington indicated we could include Thursday for nonprofits but indicate that they may be "bumped" if someone wants it for a weekend rental.

MOTION to adopt option D with a 20% premium for Friday, Saturday and Sunday usage and free use to nonprofits Monday through Thursday with Thursday being "bumpable" made by Miller; second by Lake. Carried Unanimously.

Sarah indicated the City Manager's Office is reviewing the policy and procedure related to facility rentals. This will come to Council in the near future with recommendations. With the Emergency Operations Center as part of the Capital Improvement Program, staff will bring back a proposal asking that the Transit Center not be rented to the public. Additional rooms will be available at Guy Cole next year.

5. Mid-Year 2019 Proposed Budget Amendments and Ordinance No. 2019-008 Authorizing Unforeseen Expenditures for 2019

Kristina Nelson-Gross is asking to add a paralegal position in the City Attorney's office (CAO). She provided information on services/issues being addressed by the CAO.

Mayor Smith asked for the impact on CAO if we went with a Hearing Examiner. Nelson-Gross indicated it would have no effect on her office.

Barry Berezowsky added that the CAO impacts Community Development as well as Public Works. He is requesting a Development Review Engineer that would also assist the Public Works Department. He provided information on the development projects coming forward in the near future.

David Garlington added how this new position would help in his department.

Hagener stated there is a gap in capacity for staff. She explained how these positions will impact the funds. Other amendments include the snow storm costs and adding to the equipment reserve due to timing of receiving invoices for 2018 purchases and the snow storm.

6. LEAN Continuous Improvement Program Project Update

Jason Loihle provided information on the credit card improvement process that was recently completed. What used to take 40-80 hours to complete is now being completed in 8 hours. He presented information on the LEAN Six Sigma Program and how it will be implemented in Sequim.

7. Rooftop Solar Grant Update

Garlington reported that City staff applied for grants to do rooftop solar at the civic center. We received a grant from Department of Commerce. We also applied for another grant where the process has been delayed and we won't have an answer until next year. To move forward, we need a letter to the Department of Commerce saying we will make the required match. The total cost with allocations is \$285,000. He provided information on where the money would come from. This will save \$3,700 annually in electricity. This has been a council goal to reduce carbon footprint and use solar where possible. If we produce more energy than is needed, that will be sold back to PUD.

There was discussion about selling the electricity back to the PUD. There is no answer on the sales tax exemption. If it applies, it would save approximately \$17,000. States indicated it might be possible to ask for more from DOC because our application was in the lower tier. The grant for solar clean energy funds has not come out yet. There may be additional grant funding in the future.

MOTION to authorize the City Manager to sign and submit a letter indicating the City's commitment to \$153,542 in match funds for a \$75,000 grant from Washington Department of Commerce for construction of a 50-kilowatt solar array on the Civic Center roof made by Miller; second by States. Carried Unanimously.

INFORMATION

Committee, Board and Liaison Summary Reports

Lake reported on the Board of Health meeting that he attended.

Lake indicated that the Clallam County Trails Advisory Committee has identified that electric bikes are allowed on the trails as long as they go less than 20 mph.

Miller reported on the Clallam Transit System (CTS) meeting.

Pratt reported that States gave a wonderful presentation at the Science Cafe. Pratt toured the new public safety and justice center at the Jamestown Tribe. CTS approved a new Comp Plan and accepted grants for new buses.

Pratt attended the annual CTS rodeo. We need to promote the Dial a Ride and Sequim Shuttle.

Student Liaison Report

Presiding Officer

Smith reported he attended the Chamber of Commerce board meeting. Kevin Hoult will be retiring from the Small Business Development Center. Smith also attended the Shiso Sister City meeting. He introduced the first band for the Music in the Park series and attended the Peninsula Regional Transportation Planning Organization's monthly meeting.

City Manager

Bush reported that the YMCA cannot play the role they envisioned for the health and housing collaborative. The contracts are being restructured. It may be early Fall before the contract comes back.

- Olympic Peninsula Destination Plan

Barb Hanna provided an update on the destination plan for the Olympic Peninsula that was discussed at the joint meeting with the county commissioners. Randy Johnson attended the recent LTAC meeting. He asked for committee representatives to help with the RFP process. The County has budgeted \$150,000 for the plan. LTAC is supportive and may recommend \$10,000 in the 2020 budget.

GOOD OF THE ORDER

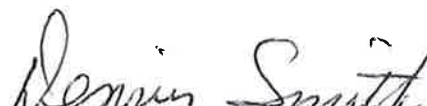
EXECUTIVE SESSION

ADJOURNMENT 8:18 p.m.

Respectfully submitted,



Karen Kuznek-Reese, MMC
City Clerk



Dennis Smith
Mayor

Minutes approved at a regular Council meeting held on July 8, 2019.