

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: September 10, 2009
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the August 27, 2009 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted

MOTION: Move to accept the consent agenda as presented.

CITY OF SULTAN COUNCIL MEETING – August 27, 2009

The regular meeting of the Sultan City Council was called to order in the Sultan Community Center by Mayor Eslick. Council members present: Champeaux, Wiediger, Flower, Davenport-Smith and Beeler.

CHANGES/ADDITIONS TO THE AGENDA

Add: Consent - Excused absence of Councilmembers Slawson and Blair from the Council meeting.

PRESENTATIONS

Certification of Appreciation: Mayor Eslick presented a Certificate of Appreciation to Alana Buoy for her volunteer work during the Clean Up Day event.

Professional Finance Officer Award: Mayor Eslick announced that Laura Koenig, Clerk/Deputy Finance Director, has received the Professional Finance Officer award.

COMMENTS FROM THE PUBLIC:

Kami Prutsman: Provided an update on the activities at the Boys and Girls Club. There are 450 kids in the program; 15 teens on a daily basis and 20-30 teens at Teen night. The upstairs has been turned into a teen center and has been repainted and fixed up. The child care center is doing well and is full on a consistent basis.

COUNCILMEMBER COMMENTS

Champeaux: Thanked Alana for her work; it takes people like her to make the community better. Thanked Kami for the update on the Boys and Girls Club; glad to see it is a safe place for the kids to go now.

Davenport-Smith: Thanked Alana for her work. A Return of the Pinks festival is being planned for this fall. There will be educational information and tribal members present to celebrate the return of the salmon. Requested the Council approve a \$200 expense to allow her to attend the IACC conference to help determine funding sources for city project. Advised she used the new permit tracking system on line to track her application for a business license and it worked great.

Beeler: Thanked the Public Works department for painting the crosswalks in his neighborhood. Asked if there are plans to stripe the streets in the city (no striping but will be doing crosswalks).

Mayor Eslick: The Farm Festival will be held on October 17th and she would like the City to partner with the Chamber on the event. The Boys and Girls Club looks good inside and the kids did a great job. The teen committee set up a My Space page to provide information about activities. Serve fest was held two weeks ago and the group cleaned up the parks, city and cemetery. Requested input on moving the totem pole out of the lobby and moving the pictures of the Mayor into the meeting room.

Public Meeting – FEMA Flood Loss Property:

This is the second meeting on the FEMA flood mitigation. The purpose of the meeting is to educate the public on the process and to identify property that may be eligible for the grant. The city must do a cost benefit analysis on any property selected. The property must have a structure that has been damaged by floods and must be a repetitive loss property that will have potential claims in the future. The City had identified two properties and one is not viable as they have elevated the house and eliminated the problem and the other does not have a history of flood loss. The criteria for selection must be based on the cost benefit received.

CITY OF SULTAN COUNCIL MEETING – August 27, 2009

Public Meeting: Brief discussion was held on the City's goals for the program, use of the property and deed restrictions.

Public:

Victor Cook - 111 Main advised he is interested in participating in the grant program.

CONSENT AGENDA: The following items are incorporated into the consent and approved by a single motion of the Council. On a motion by Councilmember Champeaux, seconded by Councilmember Flower, the consent agenda was approved as amended. Champeaux – aye; Wiediger – aye; Flower – aye; Davenport-Smith – aye; Beeler – aye.

The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Approval of the August 13, 2009 Council Meeting Minutes as on file in the Office of the City Clerk.
- 2) Approval of Vouchers in the amount of \$572,587.07 and payroll through August 7, 2009 in the amount of \$83894.45 to be drawn and paid on the proper accounts.
- 3) Acceptance of the donation of a swing set from the Volunteers of America.
- 4) Authorization for the Mayor to sign the contract with Springbrook to upgrade to Version 6.07.
- 5) Authorization for the Mayor to sign the contract with Code Publishing to update the Sultan Municipal Code.
- 6) Excused absence of Councilmember Slawson and Councilmember Blair from the August 27, 2009 Council meeting.

ACTION ITEMS:**Census Complete County Committee:**

The issue before the city council is to determine whether to form a complete count committee to promote participation in the 2010 census. On August 13, 2009, the city council received a presentation from Marcel Maddox a partnership specialist for the 2010 census on the opportunity to form a complete county committee. The purpose of the complete count committee is to market the 2010 census to ensure all residents participate in the US census. The decision the Council needs to make is to do nothing; work with Snohomish County or use the City/School Committee. The City/School Committee is willing to be the complete count committee.

On a motion by Councilmember Flower, seconded by Councilmember Champeaux, the City/School Committee was appointed as the complete count committee. All ayes.

Phone Battery Backup System:

The issue before the city council is to authorize an expenditure of \$5,487 for a 24-hour uninterrupted power system for the city's Nortel phone system and Comcast modems. At the Council meeting on July 23, 2009 the city council authorized changing phone vendors from Verizon to Comcast. During the presentation by the Comcast representative, the council discussed purchasing a back-up power supply system to ensure phone service during power outages. The staff recommended the matter be continued until Councilmember Slawson was available and additional information received from IT staff can be reviewed.

On a motion by Councilmember Champeaux, seconded by Councilmember Davenport-Smith, the matter was continued to the next meeting. All ayes.

CITY OF SULTAN COUNCIL MEETING – August 27, 2009**Ordinance 1057-09 – Title 16 Amendments:**

At its June 25, 2009 Meeting, the Council adopted Ordinance 1051-09, amending Sultan Municipal Code (SMC) Title 16, to remove the City Council from the Quasi-judicial Land Use process, and vesting decisions on the Quasi-Judicial processes in the Hearing Examiner and clarifying the titles of various Responsible Officials. Since that Adoption, additional locations where the Council is vested with Quasi-Judicial responsibilities and additional references to unused titles for various Responsible City Officials have been located.

This Ordinance addresses the additional language changes necessary to complete the direction of the Council as indicated by adoption of Ordinance 1051-09. All changes in Ordinance 1057-09 as recommended herein are fully within the intent of previous Public Notices, Public Hearings, and Agency and Environmental Reviews. This Ordinance adoption is considered a housekeeping measure to provide consistency within the Code as previously adopted by Ordinance 1051-09.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Wiediger, Ordinance 1057-09, amending Title 16 of the Sultan Municipal Code for the purpose of removing the City Council from the Quasi-Judicial Land Use Process, vesting decisions on the Quasi-Judicial Processes in the Hearing Examiner, and to clarify the titles of various Responsible Officials was introduced and adopted on first reading. All ayes.

US 2 Safety Coalition Representative:

The issue before the City Council is to appoint an elected official to attend US 2 Safety Coalition meetings.

On a motion by Councilmember Champeaux seconded by Councilmember Davenport-Smith, Councilmember Beeler was appointed as the Sultan Representative and Mayor Eslick was appointed as the alternate to the US 2 Safety Coalition. All ayes.

DISCUSSION**Water/Sewer Connection Policy:**

The issue before the City Council is a continued discussion of the proposed water/sewer availability procedures. The purpose of the water/sewer availability procedures is to provide a process for accepting applications for water and sewer capacity, determining the availability of capacity and allocating available water and sewer capacity consistent with the comprehensive plan.

In order to achieve these goals, City staff recommends codifying the water/sewer availability procedures into the city's concurrency management system as provided in SMC 16.108. City staff also recommends updating the city's concurrency management system to implement the comprehensive plan by adding new subsections to Sultan Municipal Code Chapter 16.108

There are three options for completing the work: 1) have staff prepare the policies for review; 2) split the work between staff and the Planning Board or 3) assign the work to the Planning Board. The issue will need to be addressed again as part of the comprehensive plan update.

Frank Linth, Planning Board Chair: The issue has been discussed by the Planning Board and in a perfect world they would choose the third option and do a thorough review now; however, this is would be a lot of work for staff and he would recommend the second option of splitting the work. The Planning Board has other issues to work on and they don't have the understanding to take on this issue.

Keith Arndt: There is concern for the adding to the staff's work load, however the Planning Board is there to review policy in depth and to give those tasks to staff is not proper. He feels the Planning Board needs to take a look at the issue and it should not be split.

CITY OF SULTAN COUNCIL MEETING – August 27, 2009**Water/Sewer Connection Policy** con't:

Council concerns: Amount of time and effort to spend on the issue now; the need for review by the Council and Planning Board; amount of extra work and meetings needed if the matter is referred to the Planning Board; the need to redo the work when the comprehensive plan is updated; the need to develop the policy now to implement the comprehensive plan; the prior policy was overturned by the Growth Management Hearings Board; time frame to complete the work.

Discussion was held regarding splitting the work between staff and the Planning Board; the need for public hearings; the limited amount of staff time to produce documents for the Planning Board; the need to do another analysis as part of the comp plan update; the lack of current policy which puts the City out of compliance with the comp plan.

Staff was directed to move forward with option 1 doing the least amount of work for now and to slate the matter to be revisited as part of the comprehensive plan update.

2nd Quarter Accomplishments:

The issue before the city council is to review the 2009 Work Plan and provide direction to city staff on council priorities. The work plan also includes council identified priorities using in-house staff resources. These priorities include removing the City Council from its quasi-judicial role in the land use process and amending the planned unit development code. Emerging issues are unanticipated tasks such as the FEMA flood restudy and economic stimulus grant opportunities. The work plan must be flexible enough to absorb unplanned tasks. While the City organization has been moving from being reactive to being proactive, there are many factors outside the City's control such as natural disasters that require the response of city staff and financial resources. The City Council needs to ensure the work plan isn't so ambitious that it doesn't leave room to react to emerging issues. Staff is working on the 2010 budget now. Mayor Eslick advised that Deborah Knight, City Administrator, has been the driving force to get all the work accomplished.

Comprehensive Plan Survey Questionnaire:

At the August 13 Meeting, the Council reviewed a draft of the Survey Questionnaire for the Statistically Valid Survey of Community Opinions and Interests. The Survey is part of the City's Public Participation Process for the 2011 Comprehensive Plan Update. The Council requested questions focusing on the options for the Comprehensive Plan Update and that the questionnaire should be as brief as possible to insure the best rate of response.

Staff has prepared a revised version of the questionnaire. All but one of the "City Service" questions and all but one of the "Communication" questions were removed. Two policy questions were added; one dealing with Climate Change Mandates; and one dealing with Housing.

Input from our Consultant indicates that the length of the questionnaire presented in this draft is well within their experience for successful surveys. Subject to input by the Council, the Consultant will be finalizing the number and format of the questions and responses.

Brief discussion held on the need to make the questions easy to understand (plain talk) and use terminology people are familiar with; make sure questions are not intrusive.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

Keith Arndt: He was asked to provide input on the water/sewer availability policy and appreciated the opportunity to comment on the issue.

CITY OF SULTAN COUNCIL MEETING – August 27, 2009

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

Champeaux: Suggested staff arranged a City tour for new members of the Council and Planning Board.

EXECUTIVE SESSION: On a motion by Councilmember Flower, seconded by Councilmember Davenport-Smith, the Council adjourned to executive session for twenty minutes to discuss potential litigation and personnel matters. All ayes.

Adjournment: On a motion by Councilmember Champeaux, seconded by Councilmember Flower, the meeting adjourned at 9:40 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk