CALL TO ORDER AND ROLL CALL

Mayor Tim Matthes called the meeting to order at 7:00 p.m. Mayor Pro-Tem Fred Chang and Councilmembers Jerry Childs, John Clauson, Rob Putaansuu, Jeff Cartwright, Bek Ashby, and Cindy Lucarelli were present and constituted a quorum. City Clerk Rinearson, Public Works Director Dorsey, Development Director Bond, Deputy City Clerk Fernandez, and City Attorney Jacoby were also present.

1. CALL TO ORDER

A. Pledge of Allegiance

Mr. John Powers led the audience and Council in the Pledge of Allegiance.

2. CITIZENS COMMENT

Ms. Louena Yelverton asked the Council to repeal POMC 5.40.60 Ammunitions Sales and Storage. She said the local code is more restrictive than RCW 9.40.300(3)(b) and it prevents her pawnbroker business from being able to store and sell ammunitions.

City Attorney Jacoby said this matter came up before when former Police Chief Townsend was here, and did not get resolved. He will work with Chief Marti and Mayor Matthes for a resolution.

Ms. Yelverton asked that she be notified when this item will be discussed by the Council.

Ms. Melissa Pittenger discussed SKSD's Ready 4 Kindergarten program, which has been going for seven years. Last year they served 1,000 families. She invited the Council to come and join one of their sessions happening on February 1, 4, 6, and 8. It would be great for the parents to see that their elected officials care about them.

Mr. Michael Penland says he has been trying for a year to obtain a precious metals dealer license and a license for a second hand store. He said it is very difficult to obtain these licenses. He would like the Council to find a solution for people in this business to be compensated when they have to turn over merchandise they have bought that ends up being stolen property.

3. APPROVAL OF AGENDA

The following items were removed from the Consent Agenda and placed under Business Items:
• Consent Item 4C
• Consent Item 4D
• Consent Item 4F

Councilmember Chang MOVED and Councilmember Ashby seconded the motion to reconsider the Excel Business Systems Copier Contract as Business Item 7K.

Councilmember Putaansuu MOVED and Councilmember Childs seconded the motion approving the Agenda, as amended. Upon vote, the motion passed with six affirmative votes and one dissenting vote. Councilmember Cartwright cast the dissenting vote.

4. APPROVAL OF CONSENT AGENDA
A. Approval of Checks Nos. 60963-61141 in the amount of $317,058.14; December Payroll Warrant Nos. 145577 through 145620 in the amount of $585,770.20; and the Treasurer’s check book in the amount of $1,970,461.57
B. Setting the January 21, 2014, Work Study Session Meeting
C. Approval of December 16, 2013, Council Meeting Minutes
D. Adoption of Ordinance No. 028-13, Approving and Denying Proposed Amendments to the City’s Comprehensive Plan
E. Approval of Contract No. 017-14, Authorizing the Mayor to Execute an Agreement with The Doctor’s Clinic for CDL/DOT Exams and Certificates
F. Approval of Contract No. 018-14, Authorizing the Mayor to Execute an Agreement with Progressive Landscape, LLC, for 2014 Parks Maintenance Services
G. Approval of Contract No. 019-14, Authorizing the Mayor to Execute a Professional Services Agreement with Krazan & Associates for 2014 On-Call Materials Testing
H. Approval of Contract No. 020-14, Authorizing the Mayor to Execute an Interlocal Agreement with Kitsap County for Education and Outreach Program
I. Approval of Change Order No. 3 to Contract No. 051-12, Authorizing the Mayor to Execute an Agreement with PACE Engineers for a Storm Drainage GAP Analysis
J. Approval of Public Event Application: Cub Scout Day Camp

Councilmember Putaansuu MOVED and Councilmember Clauson seconded the motion approving the Consent Agenda as amended. Upon vote, the motion passed unanimously.

5. PRESENTATION

A. Martin Luther King, Jr. Day of Service in Action Proclamation

Mayor Matthes read the Martin Luther King, Jr. Day of Service in Action proclamation into the record and presented the proclamation to Ms. Beulah Jones from the Ebenezer AME Church.
B. Kitsap Economic Development Alliance (KEDA) Update

Mr. John Powers, KEDA Executive Director, gave an update on the following:
- Fourth Quarter report of activities in Port Orchard in 2013
- Cross-County Chamber collaboration
- Global Entrepreneur Week
- January 29, Decision Maker's Breakfast
- Former K-Mart building

6. PUBLIC HEARING

No public hearings were held.

7. BUSINESS ITEMS

A. Appointment of Mayor Pro-Tempore for 2014

City Clerk Rinearson presented the staff report, noting according to RCW 35.23.191, the City Council at their first meeting of each calendar year shall appoint a Mayor Pro-Tempore from the current Councilmembers.

RCW 35.23.191 reads: City council -- Mayor pro tempore.
The members of the city council, at their first meeting each calendar year and thereafter whenever a vacancy occurs in the office of mayor pro-tempore, shall elect from among their number a mayor pro-tempore, who shall hold office at the pleasure of the council and in case of the absence of the mayor, perform the duties of mayor except that he or she shall not have the power to appoint or remove any officer or to veto any ordinance.

The mayor and the mayor pro-tempore shall have power to administer oaths and affirmations, take affidavits and certify them. The mayor or the mayor pro-tempore when acting as mayor, shall sign all conveyances made by the city and all instruments which require the seal of the city.

Councilmember Childs nominated Councilmember Lucarelli. Councilmember Chang nominated Councilmember Clauson.

Councilmember Lucarelli wanted the opportunity to serve as Mayor Pro-Tem and learn from the position. Councilmember Clauson withdrew his name.

Councilmember Childs MOVED and Councilmember Clauson seconded the motion to appoint Councilmember Lucarelli as the Mayor Pro-Tempore. Upon vote, the motion passed unanimously.
B. Approval of Contract No. 021-14, Authorizing the Mayor to Execute a Lease Agreement with Northwest Tree Service, Inc. for Equipment Storage

Public Works Director Dorsey presented the staff report, noting on November 11, 2013, the City of Port Orchard’s Public Property Committee reviewed and discussed an email from Mr. Ron Rider of Northwest Tree Service, Inc. regarding a commercial vehicle parking request located adjacent to the City’s Decant Facility within the Port Orchard Industrial Park. This email request, dated October 13, 2013, was submitted in response to neighbor concerns that the on-street parking of Northwest Tree Service equipment had begun to have a negative impact on the residential area. On December 10, 2013, a draft lease agreement was presented to Committee Members prior to distribution to the City Attorney and Mr. Rider for final review and approval. The terms and conditions of the proposed Lease Agreement are consistent with other Lease Agreements within the immediate area.

In response to Councilmember Putaansuu, Public Works Director said the price per square foot was the same as the other leases in the area.

Councilmember Lucarelli thanked Public Works Director Dorsey and Mr. Rider for finding a solution to the problem.

Councilmember Lucarelli MOVED and Councilmember Putaansuu seconded the motion to authorize the Mayor to execute Contract No. 021-14 with Northwest Tree Service, Inc., thereby entering into a commercial vehicle parking lease agreement for a four-year term. Upon vote, the motion passed unanimously.

C. Approval of Contract No. 022-14, Authorizing the Mayor to Execute a Lease Agreement with Kelley Mailing Systems for Postage Meter Equipment

City Clerk Rinearson presented the staff report, noting on November 1, 2008, the City entered into a five-year lease with Pitney Bowes for the City’s postage meter equipment for a monthly lease amount of $264.87. The current lease expires on January 30, 2014. With the utility billing being outsourced, this will dramatically reduce the amount of postage being run through the machine. Below are three bids the City received for a postage machine:

- **Pitney Bows**: 48 months $159.85 120 Letters/minute DM400C
- **Neopost**: 48 months $143.24 up to 110 Letters/minute IN600
- **Kelley Mailing Systems**: 48 months $133.39 95 Letters/minute DM400

Based on the size of the equipment needed to effectively and efficiently run the mail through the postage machine, the number of months for lease, and cost of the lease; it would be best to enter a lease with Kelley Mailing Systems.
In response to Councilmember Putaansuu, City Clerk Rinearson discussed the reason for the change of the cost for Kelley’s proposal. There was a miscalculation of the maintenance agreement.

In response to Councilmember Putaansuu, City Clerk Rinearson said there would be no cost to the City when the machine needs to be updated with new postage amounts. It is done through the phone line and updates automatically.

In response to Councilmember Childs, City Clerk Rinearson said usage would go from 4,000 pieces to 1,500 pieces per month.

In response to Councilmember Clauson, City Attorney stated that shipping would have to be paid by the City to return the machine to the vendor and said all three machines would require this.

Councilmember Clauson would like the cost of shipping the machine from all three vendors if the cost is not equal. City Attorney said that we do not know the cost right now. An estimate could be done.

In response to Councilmember Chang, City Clerk Rinearson said she could go back and ask Pitney Bowes for a 30-day extension of the contract while she gets estimates from all three vendors on potential costs of shipping machines back after the lease expires.

Councilmember Cartwright would like to know if the lease amounts include the prepaid shipping, or if there is an additional cost after the term of the lease to ship it back.

In response to Councilmember Childs, City Attorney Jacoby said the vendor is Pitney Bowes. City Clerk Rinearson said the vendor is the manufacturer of the machine.

Mr. Mark Treniary, Excel Business Systems, said the City would be required to send the machine back at the end of lease. The machine could be shipped via UPS and would be less than $100.

Mr. Terry Boyle, Kelley Mailing, said if the proposed motion passes, Kelley would be removing the old machine and installing the new machine. The City will not have to ship it back. He also said the cost to ship it back is not calculated into the lease.

Councilmember Putaansuu MOVED and Councilmember Ashby seconded the motion to authorize the Mayor to sign the lease agreement with Kelley Mailing Systems to downgrade the City’s postage meter equipment, with Model No. DM400 Digital Mailing System for a monthly lease amount of $133.39, with the lease agreement to expire in 48 months. Upon vote, the motion passed unanimously.
D. Approval of Contract No. 023-14, Authorizing the Mayor to Execute an Agreement with KPFF Consulting Engineers for the 2014 Lund Avenue Bridge Program Management

Public Works Director Dorsey presented the staff report, noting KPFF Consulting Engineers are the City of Port Orchard’s FHWA required Bridge Program Manager for the Lund Avenue Bridge (Structure ID: 08477200), which was annexed into the City in 2012. In 2013, a Bridge Program was developed by KPFF for the City. In 2014, the City will now embark upon the required bridge inspections, monitoring, maintenance, reporting, and overall bridge management in compliance with the FHWA National Bridge Program criteria, which includes an Under Bridge Inspection this year.

In response to Councilmember Childs, Public Works Director said KPFF is the consultant; they are engineers. There are only a few agencies that have a vehicle that can go under a bridge. The Under Bridge Inspection requires the use of this vehicle, and the City is coordinating through an interagency agreement to provide the SDOT equipment and driver to work with KPFF to do this activity.

Councilmember Childs MOVED and Councilmember Lucarelli seconded the motion to authorize the Mayor to execute Contract No. 023-14, with KPFF Consulting Engineers in an amount not to exceed $21,936.00 for the 2014 Lund Avenue Bridge Program Management. In addition, I authorize the City’s Public Works Director to execute an Interagency Agreement Contract No. 009-14, with the Seattle Department of Transportation to provide Staff and Equipment as needed for the Under Bridge Inspection that is required every 4-years. Upon vote, the motion passed unanimously.

E. Approval of Contract No. 024-14, Authorizing the Mayor to Execute a Professional Services Agreement with PACE Engineers for the Regional Decant Facility Retrofit

Public Works Director Dorsey presented the staff report, noting in late 2013 the City received $120,000, no match required, for Preconstruction Planning and Design for a project approved by Ecology as part of the 2-13-15 Stormwater Capacity Grant Funding. Staff secured the project as the retrofit of the Regional Decant Facility to bring it into current compliance with Stormwater Regulations. On December 4, 2013, staff sent the Request for Proposals (RFP) to eight (8) engineering firms and requested a response by December 20, 2013. On December 20, 2013, staff had not received any responses. The RFP was resent on December 23, 2013 to nine (9) firms, was due January 3, 2014, and staff received two responses this time. N.L. Olson and Associates and PACE Engineers were the only two firms to respond. Staff scored their responses and PACE Engineers was ranked higher based on the RFP criteria provided by the firm.
In response to Councilmember Cartwright, Public Works Director Dorsey said that our staff will be at the facility frequently, so if toxins are deposited, it will be fairly easy to pinpoint when they are deposited and by whom. This facility will only be used by WSUD, Kitsap County, and the City. They know what the rules are for disposal.

In response to Councilmember Childs, Public Works Director Dorsey said he tries to select a local company when they bid for jobs. He reviewed the bids received, and after careful consideration of the independent scoring process, PACE had this particular grant experience and a number of decant drawings already complete from other projects. They will be able to comply with the short timeline of the grant requirements.

Councilmember Chang MOVED and Councilmember Putaansuu seconded the motion authorizing the Mayor sign the Professional Services Agreement No. 024-14, with PACE Engineers for the Regional Decant Facility Retrofit for not to exceed $110,000. Upon vote, the motion passed unanimously.

F. Approval of Contract No. 025-14, Authorizing the Mayor to Execute an Agreement with Stetson Ridge Partners, LLC Concerning the Status of an Expired Subdivision and the Associated Application Fee

Development Director Bond presented the staff report, noting a complete application for the Stetson Heights preliminary plat was filed on or about September 21, 2007. At the request of the owner(s), the application was not processed at that time. Since 2007, the various owners have repeatedly requested that the City refrain from taking final action to process the preliminary plat application. Since 2007, the City has moved from a Planning Commission approval process to a Hearing Examiner process. The property has also changed ownership.

The new owners came to the City seeking to process the 2007 application. Staff discussed the project challenges with the applicant. At stake for the applicant were the previously paid $20,000 application fee, project vesting, and the possibility of litigation or costly delays surrounding the processing of the previous application. The owner decided that if they could have a portion of the original application fee credited towards their new application, they would be willing to abandon their old application and reapply for a subdivision.

The City went through its records to determine what staff resources were spent on the project since 2007 and determined that the value of this work to be approximately $10,000. The City never incurred the staff or attorney expenses of taking the application before the Planning Commission, mailing, posting notices, preparing staff reports, or taking the project forward for Council approval.

There are several advantages to the City if it were to approve the proposed agreement. Taking a possibly vested 2007 plat application through a subdivision process would demand greater staff resources since significant code changes have been made since the
date of application. In addition, since the City has no code language concerning application expiration, and since City staff previously informed the applicant that their application would expire, the City can avoid any potential litigation from the applicant or project opponents concerning project denial or approval were the project to move forward under the 2007 application.

The agreement would result in a credit of $10,000 from the original application fee and would result in the payment of additional fees to cover the remaining new application cost. This additional payment of $10,000 would cover much of the cost of application review and processing. If the plat owner were to successfully argue that their existing plat application is valid, the City could be stuck processing the application in the absence of a new fee.

In response to Councilmember Cartwright, Development Director Bond said he is working with the attorney on the code revision so that this situation does not occur again in the future. The thing to do going forward, absent a code change, is to stick to the timelines contained in LUPA, which says we have specific deadlines we have to meet.

City Attorney clarified that the agreement states that if they have not provided the new application and SEPA checklist by the end of the year, they lose the credit.

Councilmember Putaansuu said this is a fair settlement and a cheaper resolution.

Public Works Director Dorsey said the new application removes the vesting, which relieves the City from trying to support the older application.

In response to Councilmember Chang, Development Director Bond said the number of units might have been reduced a little bit.

**Councilmember Putaansuu MOVED and Councilmember Clauson seconded the motion to approve the proposed agreement between the City and Stetson Ridge Partners, LLC. Upon vote, the motion passed unanimously.**

**G. Discussion: Good Neighbor Awards**

City Clerk Rinearson presented the staff report, noting each year the Council tours the City looking for the best holiday decorated home, business, and neighborhood; then presenting them a certificate of appreciation at a Council meeting in January.

At the December 10, 2013, Council meeting, Council elected not to tour the City, but allow for photo submissions for their consideration. Staff has provided Council the photos that have been submitted. There was one photo submitted for the residential category and seven photos submitted for the business category.
Staff is looking for direction from Council as to which home, business, and neighborhood they would like to recognize for preparation of the certificates for the January 28, 2014, Council meeting.

Councilmember Chang suggested next year providing an incentive to encourage people to submit photos.

Councilmember Lucarelli noted that the residential submission is Councilmember Putaansuu's home and did not feel it was appropriate to award him, but thanked him for making the City beautiful during Christmas.

Councilmember Lucarelli nominated Juliana's for the best business.

Councilmember Ashby suggested giving all of the businesses a certificate of appreciation for their beautification during the holiday season. The Council agreed.

City Clerk Rinearson will prepare certificates and invite them to attend the next Council meeting.

**H. Approval of Contract No. 018-14, Authorizing the Mayor to Execute an Agreement with Progressive Landscape, LLC, for 2014 Parks Maintenance Services**

Public Works Director Dorsey presented the staff report, noting on December 4, 2013, the City of Port Orchard Public Works Department requested cost proposals from five local companies listed on the MRSC Small Works Roster for the 2014 Parks Maintenance Contract, with the Scope of Work including: Roundabout Park, Waterfront Park Lots #3 & 4, the flower beds behind the Library, Etta Turner Park, the Flag Pole Triangle located at Bay/Kitsap Street, and Employee Parking Lot #8 on Prospect Street. Please note, instead of requesting a single bid for all work identified within the Scope of Work as done in the past, the City requested separate cost proposals for each work area in 2014. The reason for this request change was to allow for staff flexibility in the 2014 contract award process given potential budget reductions and/or scope of work changes. Bids totals received were as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progressive Landscapes, LLC</td>
<td>$10,860.00</td>
</tr>
<tr>
<td>Team Innovative Services, Inc.</td>
<td>No bid received</td>
</tr>
<tr>
<td>Kitsap Outdoor, Inc</td>
<td>No bid received</td>
</tr>
<tr>
<td>J&amp;M Garden Maintenance</td>
<td>No bid received</td>
</tr>
<tr>
<td>Full Throttle Commercial Landscaping, LLC</td>
<td>No bid received</td>
</tr>
</tbody>
</table>

Upon review by staff, it was determined that Progressive Landscapes, LLC was the lowest qualified bidder with a bid of $10,860 (incl. tax), but given the 2014 Budget approved on December 10, 2013, all areas identified within the Scope of Work will not be able to be considered for inclusion with the 2014 Parks Maintenance Contract.
In response to Councilmember Clauson, Public Works Director Dorsey said we did not add more area to maintain between 2013 and 2014.

In response to Councilmember Clauson, Public Works Director Dorsey said landscaping comes out of current expense, and when he received the allocation through the budget process, he had to cut it. Current expense is still not enough. There is also a janitorial switch and there is an additional FTE that is going to parks who can work on these. That was the reasonable solution. These areas will be maintained between the contractor, our parks staff, and the changes in the library zero-scape.

In response to Councilmember Ashby, Public Works Director Dorsey said DeKalb Pier has been added to the responsibility of the parks staff.

Councilmembers Putaansuu and Clauson said they were disappointed that this was not more apparent to them in the budget process, because they would not have supported it.

Councilmember Putaansuu said it appears staff knew what the scope was going to be, and he would rather have the work be done by a contractor than parks staff, because the contractors do it at a lower cost.

Public Works Director Dorsey said the budget number was in the Mayor’s Budget. When he is given a target to hit in the budget, he does not have the option to increase it.

In response to Councilmember Cartwright, Public Works Director Dorsey said that Public Works staff and Progressive Landscapes, LLC would not pick up trash; it is done by community service workers.

Councilmember Clauson said that when they discussed the budget in the Finance Committee it was not transparent that they were balancing the budget by cutting services. If he had known, he would have worked harder to find some alternatives.

Councilmember Putaansuu MOVED and Councilmember Clauson seconded the motion to authorize the Mayor to execute Ordinary Maintenance Contract No. 018-14, with Progressive Landscapes, LLC in the amount NTE $7,493.40 for the 2014 Parks Maintenance Services to include the Roundabout Park, Etta Turner Park, and the Flag Pole Triangle. Upon vote, the motion passed unanimously.

I. Approval of December 10, 2013, Council Meeting Minutes

Councilmember Cartwright noted a typographical error on Page No. 13 in the second paragraph.
Councilmember Ashby said she would abstain from voting because she was not a member of the Council on December 10, 2013.

Councilmember Chang MOVED and Councilmember Putaansuu seconded the motion to approve the December 10, 2013, Council Meeting minutes. Upon vote, the motion passed with six affirmative votes and one abstaining vote. Councilmember Ashby cast the abstaining vote.

J. Adoption of Ordinance No. 028-13, Approving and Denying Proposed Amendments to the City’s Comprehensive Plan

 Development Director Bond presented the staff report, noting the City Council completed its deliberation on the proposed ordinance amending the City’s Comprehensive Plan on December 10, 2013. Due to the 60-day Department of Commerce comment period, the Council was prohibited from taking final action prior to the last scheduled meeting of 2013. As explained at the December 10th meeting, the City Council is able to adopt the 2013 Comprehensive Plan Amendments in 2014 provided that all deliberation on the matter has been completed prior to 2014. The ordinance has therefore been placed on the consent agenda for approval. If the Council were to continue deliberations on these amendments in 2014, the City may lose its ability to amend its comprehensive plan later in 2014 in accordance with its amendment schedule. For this reason, pulling this item from the consent agenda for discussion is not recommended.

Councilmember Ashby said she would abstain from voting, because she was not a member of the Council for the deliberation of these amendments. For that reason the item was pulled from the Consent Agenda and placed under Business Items.

Councilmember Cartwright MOVED and Councilmember Childs seconded the motion to adopt Ordinance No. 028-13, approving 2013 Comprehensive Plan Amendments Nos. 1, 2, 4, and 6, and denying Amendment No. 5. Upon vote, the motion passed with six affirmative votes and one abstaining vote. Councilmember Ashby cast the abstaining vote.

K. Reconsider the Award of the Public Works/DCD Copier Lease to Excel Business

Councilmember Chang asked that this be reconsidered, because he was a little confused the night this contract was awarded. He understands from the meeting discussion that the topic of shopping local was of importance, and that one vendor was based in the city and one vendor’s representative lives in the City. What appears clearer on the City Clerk’s email that was sent out today is that the Council awarded the contract to the vendor that was $50 more a month, and he was not sure if that was the Council’s intent.
In response to Councilmember Clauzon, City Attorney Jacoby said the discussion regarding the motion to reconsider can include a discussion of the underlying motion itself. You can have that discussion now or you can simply vote on the motion to reconsider and then that brings the original motion before you. The Council can have the discussion now, or after the vote to reconsider.

In response to Councilmember Putaansuu, City Attorney Jacoby said that there is a motion on the floor to reconsider.

Councilmember Clauzon said the merits of the motion should be discussed, not the underlying issue.

City Attorney Jacoby said Robert’s Rules of Order allows the Council to debate the underlying merits of the motion.

Councilmember Childs questioned talking about it unless the Council is sure it wants to reconsider. He thinks the Council should vote on the motion first. Councilmembers Putaansuu, Clauzon, and Cartwright agreed.

City Attorney Jacoby said if the Council does not know the rationale and the facts behind the motion to reconsider, how can they decide it is a good idea to reconsider or not.

Mayor Matthes said there were two points. First, the issue on whether the City would be required to pay the shipping of the machine back to the vendor, and second, now that the Council directed staff to fulfill the term of the lease, that the numbers have changed because there is no buy-out cost.

Councilmember Chang said the numbers they had in December are not the numbers they have today. The numbers in December made it look like Excel Business Services was $7 cheaper; however, the numbers presented today has Kelley Imaging $50 cheaper.

Councilmember Putaansuu said he was aware at the December 10, 2013, meeting that the Kelley Imaging price had a buyout built into the proposed lease.

Councilmember Clauzon questioned what was being discussed, the merits of the motion, or the details of the contract from the original motion. He thinks it is backwards to talk about the subject before the Council even consider bringing it back up to talk about.

**Councilmember Putaansuu CALLED for the question.**

City Attorney Jacoby said the motion before the Council is to reconsider the award of the copier contract to Excel Business.
Upon vote, the motion failed with three affirmative votes and four dissenting votes. Councilmembers Putaansuu, Childs, Lucarelli, and Cartwright cast the dissenting votes.

8. COMMITTEE REPORTS

Councilmember Clauson reported the next Finance Committee meeting is scheduled for January 24, 2014, at the Pancake House at 7:30 a.m. He also reported that the City Council received the Public Official of the Year Award at the HBA Annual Installation Banquet for their efforts on the fire code.

Councilmember Childs reported that there is no ED/Tourism Committee meeting tomorrow.

Councilmember Putaansuu reported the Utility Committee discussed the State Department of Health 2013 Water System Sanitary Survey Response; the Regional Decant Facility Retrofit – Consultant Selection; 2014 Step System Conversions; Well No. 9 Closeout; and the SKWRF Operating Agreement. There is a Sewer Advisory Committee meeting tomorrow night with the West Sound staff to get the last of the issues in the new agreement resolved.

Councilmember Putaansuu also reported on the new Kitsap Regional Coordinating Council (KRCC) ad hoc committee that has been created to look at the structure of KRCC to make sure it is appropriate. They will be discussing the function, the form, and the cost and will be presenting their final recommendations at the end of the process to the full KRCC Board.

Councilmember Cartwright reported that there is a KRCC TransPol meeting this Thursday at Kitsap Transit; a KRCC Executive Committee meeting on January 28, 2014, at the Norm Dicks Government Building; and KEDA is holding their annual Decision Makers Breakfast on January 29, 2014.

9. MAYOR'S REPORT

Mayor Matthes read the Darryl Baldwin Appreciation Week proclamation into the record.

10. REPORT OF DEPARTMENT DIRECTORS

City Clerk Rinearson reported that the Council will be discussing when to schedule a retreat at the Work Study session and asked them to bring their calendars. She also asked Councilmembers to let her know by tomorrow if they plan to attend the AWC City Action Days.

11. CITIZENS COMMENTS
Nick Whittleton discussed communication with the Council. He asked that when an ordinance is brought forward, a councilmember is made the champion of the ordinance and be able to answer any question from the public regarding the issue.

Councilmember Ashby announced her office hours at City Hall will be the third Tuesday of each month from 4pm-6pm. She asked that people email her for appointments at bashby@cityofportorchard.us.

Councilmember Childs said his phone number was on the City’s website should members of the public wish to contact him.

12. EXECUTIVE SESSION

No executive session was held.

13. ADJOURNMENT

At 9:24 p.m. Mayor Matthes adjourned the meeting.

Brandy Rinearson, CMC, City Clerk

Timothy C. Matthes, Mayor