



**City of Port Orchard
Council Meeting Minutes
Regular Meeting of January 12, 2010**

1. CALL TO ORDER AND ROLL CALL

Mayor Lary Coppola called the meeting to order at 7:00 p.m. Councilmembers Mayor Pro-Tem Carolyn Powers, Fred Chang, Jerry Childs, John Clauson, Jim Colebank, Fred Olin, and Rob Putaansuu were present and constituted a quorum. Police Chief Alan Townsend, Municipal Court Administrator Debbie Hunt, Public Works Director Mark Dorsey, Treasurer Allan Martin, Development Director James Weaver, City Clerk Patti Kirkpatrick, Deputy Clerk Brandy Rinearson, and City Attorney Greg Jacoby were also present.

A. Pledge of Allegiance

Dick Ziglar led the audience and Council in the Pledge of Allegiance.

2. CITIZENS COMMENT

Judd Turner inquired whether he would be allowed to address the Sidney Museum's issues with the proposed downtown parking garage at the January 19, 2010 work study session. Mayor Coppola informed Mr. Turner that he would be allowed to address the Museum's concerns during the January 19, 2010, work study session.

Mary Peterson urged the City to remove the Sidney Museum and Art Association building from the proposed, conceptual design of the downtown parking garage. Of concern was the conceptual design showing the library on their parcel rather than the Museum, which is affecting their ability to secure funding and could jeopardize their application to be designated as a historical site.

3. APPROVAL OF AGENDA

The following items were removed from the Consent Agenda and placed under Business Items:

- Adoption of Resolution No. 001-10, Amending Resolution No. 1797, a Policy for the Display of Banners from the Marquee over SR-166
- Approval of the December 22, 2009, Council Meeting Minutes

Councilmember Colebank MOVED and Councilmember Olin seconded the motion approving the Agenda as amended. Upon vote, the motion passed unanimously.

4. APPROVAL OF CONSENT AGENDA

- A.** Approval of Claim Warrants Nos. 52877 through 52986 in the amount of \$587,323.20; December's Payroll Warrant Nos. 142804 through 142867 in the amount of \$475,618.07; and Treasurer's check book in the amount of \$1,949,546.18.
- B.** Approval of the December 15, 2009, Work Study Session Minutes
- ~~**C.** Approval of the December 22, 2009, Council Meeting Minutes~~
- D.** Approval of Public Event Application: Cub Scout Day Camp
- ~~**E.** Adoption of Resolution No. 001-10, Amending Resolution No. 1797, a Policy for the Display of Banners from the Marquee over SR-166~~
- F.** Adoption of Resolution No. 002-10, Authorizing the Mayor to Execute an Agreement with AllianceOne for Port Orchard Municipal Court's Collection Services

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

5. PRESENTATION

A. Holiday Lights Contest Awards Presentation

Mayor Coppola presented the City's Holiday Lights Awards as follows:

- Best Neighborhood – Residents of SW Tenby Court in McCormick Woods. Mr. Dick Ziglar accepted the certificate on behalf of his neighbors.
- Best Business – Kitsap Bank
- Best Home – Mr. and Mrs. Nick Whittleton

B. Records Management

City Clerk Kirkpatrick provided a brief presentation regarding the importance of a City-wide records management program, noting the following:

- Records are a strategic asset for any organization;
- Records must remain in their native format;
- Washington State does not differentiate between management of paper and electronic records;
- Each employee determines their level of record importance, with no formal training;
- Need to find a solution to managing electronic records on a daily basis;
- City Clerk's Department has started an electronic system similar to their paper files;
- There is no software on the market that will solve all records management issue; however, there is software that can assist in most records management issues; and
- The success of the Records Management Program lies with its key players, which are the City Council, Mayor, Department Directors, and staff.

Council directed the Mayor and City Clerk to initiate a City-wide Records Management policy and procedures program.

After a brief discussion, Councilmembers will serve on the following Boards:

- Kitsap County Coordinating Housing Authority – Councilmember Putaansuu
- Kitsap Regional Coordinating Council – Councilmembers Powers and Colebank.
- Kitsap County Health District – Councilmember Clauson.

6. PUBLIC HEARING

There were no Public Hearings.

7. BUSINESS ITEMS

A. Appointment of Mayor Pro-Tempore for 2010

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

Councilmember Clauson MOVED and Councilmember Olin seconded the motion to appoint Councilmember Putaansuu as the Mayor Pro-Tempore for 2010. Upon vote, the motion passed unanimously.

B. Adoption of Resolution No. 003-10, Authorizing the Mayor to Execute an Interlocal Agreement with the Association of Washington Cities Risk Management Service Agency

City Clerk Kirkpatrick presented the staff report, noting the Association of Washington Cities/Risk Management Service Agency (AWC RMSA) has proposed an update to the 1989 Interlocal Agreement, which established the Risk Management Service Agency. The Association of Washington Cities offers coverage to its members providing cost stability and long-term savings for property and liability coverage. The proposed language allows AWC RMSA to deal with the day-to-day operations of the risk management service agency portion.

Councilmember Colebank MOVED and Councilmember Childs seconded the motion to adopt Resolution No. 003-10, authorizing the Mayor to execute Interlocal Agreement No. C014-10, with the Association of Washington Cities Risk Management Service Agency commencing January 1, 2010. Upon vote, the motion passed unanimously.

C. Approval of the December 22, 2009, Council Meeting Minutes

Councilmember Colebank MOVED and Councilmember Childs seconded the motion to approve the December 22, 2009, Council Meeting Minutes. *Upon vote, the motion passed with six affirmative votes and one abstention. Councilmember Clauson abstained.*

D. Adoption of Resolution No. 001-10, Amending Resolution No. 1797, a Policy for the Display of Banners from the Marquee over SR-166

City Clerk Kirkpatrick presented the staff report, noting Resolution No. 1797 was established on March 23, 1998, and set the policy for the display of banners from the Marquee over SR-166. Section 7.1 specifically states, *all applications to hang a banner shall be submitted to Fire Authority at Station 31 located at 200 Tremont Street.* Currently, the location of the main office for the fire authority, South Kitsap Fire and Rescue, has moved from its location on Tremont Street to the facility on Fircrest. Chief Senter has requested that the policy be updated to reflect banners shall be delivered to the administrative offices of South Kitsap Fire and Rescue.

Councilmember Powers MOVED and Councilmember Putaansuu seconded the motion to adopt Resolution No. 001-10, amending Resolution No. 1797, amending Section 7.1 to reflect all applications to hang a banner shall be submitted to the Administrative Offices of South Kitsap Fire and Rescue. *Upon vote, the motion passed unanimously.*

E. Discussion: Council Retreat Date

The Council will hold their annual retreat on February 19, 2010, at 9:00 a.m. at City Hall.

8. CITIZENS COMMENTS

Jerry Harmon inquired if the groups who utilize the Active Club facility had been notified that the Public Property Committee will be discussing the future of the building at its January 14, 2010 meeting.

After a brief discussion, Public Property Committee Chair Powers determined that in the future, Active Club building users would be notified if/when the matter comes before the full Council for further discussion at either a work study session or regular meeting.

9. COMMITTEE REPORTS

Councilmember Putaansuu announced the Utilities Committee will meet on January 13, 2010, at 7:30 a.m. at Myhre's.

Councilmember Powers stated the Public Property Committee will meet on Thursday, January 14, 2010, at 3:00 p.m. at City Hall.

10. MAYOR'S REPORT

Mayor Coppola reported on the following:

- Met with Commission Zabinski,
- Met with Mary McClure,
- Met with Steve Ottner regarding relationship builders,
- Toured the neighborhoods to elect the best neighborhood, best business and best home displaying the most holiday spirit,
- Attended the Port Orchard Chamber Legislative Reception,
- Hired the new Executive Director for the Kitsap County Consolidated Housing Authority,
- Received the Home Builders Association Special President's Award – City Official of the Year 2009.

11. REPORT OF DEPARTMENT HEADS

Development Director Weaver provided an update on the Bethel Annexation and looked forward to cooperating fully with the City Clerk on the City-wide Records Management Program.

City Clerk Kirkpatrick asked the Council to email her with a list of any legislative bills they would like to receive periodic updates on during the 2010 legislative session.

13. ADJOURNMENT

At 8:13 p.m. Mayor Coppola adjourned the meeting.

Patricia J. Kirkpatrick, CMC, City Clerk

Lary Coppola, Mayor