

## POULSBO CITY COUNCIL MEETING OF JULY 6, 2011

### MINUTES

**PRESENT:** Mayor Erickson, Berry-Maraist, Henry, Lord, Musgrove.

**ABSENT:** Bauman, McGinty, Stern.

Staff: Boltz, Kasiniak, McCluskey, Mueller, Stephens

### MAJOR BUSINESS ITEMS

- \* \* \* Citizen Volunteer Recognition and Introduction
- \* \* \* Adoption of Rose Master Plan Findings
- \* \* \* Minutes of July 1, 2011 City Council Meeting
- \* \* \* Application of Special Event: MoveOn Kitsap
- \* \* \* Valhalla Village Binding Site Plan Extension
- \* \* \* Ordinance No. 2011-11, Repealing and Replacing PMC 2.98 Public Records

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

#### 2. COMMENTS FROM CITIZENS

None.

#### 3. MAYORS REPORT AND COUNCIL COMMENTS

- a. Councilmember Berry-Maraist commented on the success of the 3rd of July.
- b. Councilmember Musgrove also commented on the 3rd of July event and the 4th of July holiday; and announced the Parks and Recreation newsletter is available on the City website.
- c. Mayor Erickson reported business item 5-a, will be pulled until a later date; and the Council will be given time to review the updated findings for the Rose

Master Plan, prior to voting on the consent agenda item.

**d. Citizen Volunteer Recognition and Introduction:** Sergeant Pate honored Barbara Parsons on her reaching 2000 volunteer hours, and introduced Joseph Matot, new Citizen Volunteer.

Barbara Parson expressed her gratitude for working with the Police Department, as the Volunteer Program Coordinator; and encouraged any citizen interested in joining the volunteer group to complete an application.

Mayor Erickson thanked the volunteers for the service they provide.

**e. Mayor Erickson reported:**

- Request for council concurrence to grant \$2500 to Bill Austin for the mural that is being painted on the Boehms building downtown. The funds will come from the Bjorgen Beautification fund, Council concurred;
- Thanked the Viking Fest Corporation, Police Department, and Public Works Department for all their work on 3rd of July;
- Council Retreat is scheduled for August 31, 2011;
- The Noll Road project is underway.

**f. Councilmember Lord** thanked the Suquamish Tribe for the fireworks display, and presented the Mayor with the Smart Communities Award Certificates for City staff, Council, and consultants presented at the AWC Annual Conference.

**g. Mayor Erickson** stated an updated Rose Master Plan fact sheet is on the City website for the public to view.

At 7:21 PM Mayor Erickson recessed the meeting, to provide the Council with an opportunity to review the findings for the Rose Master Plan. Mayor Erickson reconvened the meeting at 7:29 PM.

#### 4. **CONSENT AGENDA**

Councilmember Lord requested item a, Adoption of Rose Master Plan findings be removed from the consent agenda for further discussion.

**Motion:** Move to approve Consent Agenda items b and c.

**Action:** Approve, **Moved by** Lord, **Seconded by** Berry-Maraist.

Motion passed unanimously.

The items listed are:

- ~~a. Adoption of Rose Master Plan Findings~~
- b. Minutes of Jun 1, 2011 City Council Meeting
- c. Application of Special Event: MoveOn Kitsap

Councilmember Lord noted the revisions needed in the Rose Master Plan Findings, include ambulance services prohibited under allowable businesses; and the responsibility of the applicant to restore landscaping in the event of maintenance/repair of the pipes.

Mayor Erickson stated the revisions will be made, provided to the Council for review and brought back for approval at next weeks Council meeting.

## 5. BUSINESS AGENDA

### a. Valhalla Village Binding Site Plan Extension

Item removed from the agenda until a future meeting.

### b. Ordinance No. 2011-11, Repealing and Replacing PMC 2.98 Public Records

City Clerk Boltz reported the Public Records code need to be updated to reflect current legislation, incorporate changes to fees for electronic format documents, and provide alternative records resources such as the City website.

Council discussion included

- Protection of electronic documents against unauthorized manipulations; i.e. best practice to provide PDF copies, opposed to Word documents, and keep copy of electronic records provided;
- Disclosure of personnel performance reviews;
- Fees charged, i.e. cannot charge for staff time or legal review

**Motion:** Move to adopt Ordinance No. 2011-11, amending Poulsbo Municipal Code 2.98 regarding Public Records.

**Action:** Approve, **Moved** by Henry, **Seconded** by Berry-Maraist.

Motion passed unanimously.

**6.COUNCIL COMMITTEE REPORTS**

None.

**7.DEPARTMENT HEAD COMMENTS**

None.

**8. ► CONTINUED COMMENTS FROM CITIZENS**

a.Amanda, MoveOn Kitsap expressed her appreciation for the approval of the special event; and invited Council and citizens to attend the event.

**9. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS**

a.Councilmember Lord expressed her appreciation for the Council being thorough with the Rose Master Plan adoption.

**10.ADJOURNMENT**

**Motion:** Move to adjourn at 7:56 PM.

**Action:** Approve, **Moved by** Lord, **Seconded by** Henry.

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC