

## POULSBO CITY COUNCIL MEETING OF DECEMBER 14, 2011

### MINUTES

**PRESENT:** Mayor Erickson, Berry-Maraist, Henry, Lord, McGinty, Musgrove, Nystul, Stern.  
Staff: Berezowsky, Boltz, Booher, Kasiniak, Kingery, Loveless, McCluskey, Stephens, Swiney  
and City Attorney Angela Belbeck.

### MAJOR BUSINESS ITEMS

- \* \* \* Minutes of October 5, 2011 City Council Meeting
- \* \* \* Budget Amendment, BA11-0407 Legal Costs
- \* \* \* Budget Amendment, BA11-0408 Care and Custody of Prisoners
- \* \* \* Budget Amendment, BA11-0409 Evidence on Q Software/Hardware
- \* \* \* Budget Amendment, BA11-0410 Suquamish Mitigation
- \* \* \* Budget Amendment, BA11-0411 Marine Science Center Repairs
- \* \* \* Budget Amendment, BA11-0412 Parks Capital Budget
- \* \* \* Resolution No. 2011- 15, Salaries and Wages
- \* \* \* 2012 Budget: Final Review and Approval
- \* \* \* 7:15 Public Hearing: Liberty Hill Latecomer Assessment and Pro Rata Shares
  - Ordinance No. 2011-22, Liberty Hills Latecomer Assessment and Pro Rata Shares
  - Approval of Liberty Hill Latecomer Agreement

### 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. Mayor Erickson introduced City Attorney Angela Belbeck.

### 2. COMMENTS FROM CITIZENS

- a. Ardis Morrow commented on the improved volume of the Council meeting broadcasts on Bremerton Kitsap Access Television (BKAT).
  
- b. Dan Baskins commented on the review of the Shoreline Master Plan and the non-conforming use included in the plan.

### 3. MAYORS REPORT AND COUNCIL COMMENTS

- a. Councilmember Berry-Maraist commented on the upcoming review of the Shoreline Master Plan and the complex issues.
- b. Councilmember Musgrove reminded the public about the upcoming Art Walk downtown and the Christmas parade.
- c. Councilmember Henry commented on the upcoming work on Salmon Recovery, with the Suquamish Tribe.
- d. Mayor Erickson reported on:
  - the Public Hearing for Liberty Hill Latecomer Assessment will be heard prior to the Budget discussion;
  - Fjord Drive reopening has been delayed due the guardrail being backordered; and
  - the community meeting regarding the proposed 9th Avenue transitional housing, and welcomed citizens to contact her with any questions or concerns.
- e. Councilmember Stern commented on the success of the Kitsap Childrens Theater Wizard of Oz performance.

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

**Motion:** Move to approve Consent Agenda items a through h.

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

**Discussion:** Councilmember Berry-Maraist stated the spreadsheet for the salary and wages for the management staff needs further work, and looks forward to the Finance/Administration Committees review of the policy next year.

**Vote:** Motion passed (**summary:** Yes = 6, No = 0, Abstain = 1).

**Yes:** Berry-Maraist, Henry, Lord, McGinty, Musgrove, Stern.

**Abstain:** Nystul.

The items listed are:

- a. Minutes of October 5, 2011 City Council Meeting
- b. Budget Amendment, BA11-0407 Legal Costs
- c. Budget Amendment, BA11-0408 Care and Custody of Prisoners
- d. Budget Amendment, BA11-0409 Evidence on Q Software/Hardware
- e. Budget Amendment, BA11-0410 Suquamish Mitigation
- f. Budget Amendment, BA11-0411 Marine Science Center Repairs
- g. Budget Amendment, BA11-0412 Parks Capital Budget
- h. Resolution No. 2011-15, Salaries and Wages

## 5. BUSINESS AGENDA

### a. 7:15 PM Public Hearing: Liberty Hill Latecomer Assessment and Pro Rata Shares

Mayor Erickson opened the public hearing at 7:19 PM

City Attorney Belbeck explained latecomer agreements allow developers to build new infrastructure and get reimbursements from future developers who benefit from utilities that were built. Belbeck explained how developers apply for latecomer assessments, how the assessment area is determined, when the agreement would be triggered and the ability for property owners to request a public hearing. The ordinance before the Council will approve the final limits of the assessment area and the assessment fees for each parcel in the benefit assessment area. The actual latecomer agreement, which would be executed between the developer and the City, would be for a term of no more than 15 years. Once the contract expires the property owners can develop without paying the latecomer assessment.

Kasiniak outlined the location of the Liberty Hill development, the utility improvements, cost of the utility extension, the established assessment area and the assessment calculation of \$236.26 per unit. Kasiniak added the Public Works Committee recommends approval of the agreement.

Mayor Erickson requested public testimony:

- i. Ron Cleaver, Team 4 Engineering, added beyond the assessment calculation for each residential unit, the properties will also be assigned a value based on their development potential, which will become the assessment role.
- ii. Carolyn Morgan expressed her disagreement with the latecomer agreement, particularly since there is another development behind her property and may potentially be assessed again by that development.

Mayor Erickson closed the public hearing at 7:29 PM.

Councilmember McGinty reported the Public Works Committee reviewed the agreement, public comments received by property owners in the assessment area who disagreed with certain properties being assessed at 4 units per acre and others at 5 units per acre. The Poulsbo Municipal Code (PMC) allows for a variance from paying the assessment if it creates a hardship and the property is more than two hundred feet from existing sewer line, and would stay on an existing septic system. The variance would need to be granted by City Council.

Councilmember Musgrove requested clarification on the PMC which stated the assessment would not apply to “residences on property” located more than 200 feet versus just the “property” located more than 200 feet; Belbeck stated the measurement would begin at the property line not the physical residence on the property.

▶ **Motion:** Move to adopt Ordinance No. 2011-22, an ordinance for the City of Poulsbo, Washington, determining the final assessment reimbursement area and pro rata shares of reimbursement costs in connection with the Quadrant Corporation Liberty Hill Sewer latecomer agreement; providing for severability and establishing an effective date. **Action:** Approve, **Moved by** McGinty, **Seconded by** Berry-Maraist. Motion passed unanimously.

▶ **Motion:** Move to approve the Liberty Hill Latecomer Agreement for sewer improvements in the Liberty Hill Development off of Urdahl Road. **Action:** Approve, **Moved by** McGinty, **Seconded by** Berry-Maraist. Motion passed unanimously.

b. ▶ **2012 Budget : Final Review and Approval**

Finance Director Booher presented the changes in the 2012 budget including fund changes, various budget reductions, wages and benefit changes, approved baseline adjustments and new program requests. The remaining budget variance will come from revenue stabilization. Booher noted the budget ordinance will be coming forward at the next Council meeting.

Councilmember Stern clarified the transfer from the Bjorgen Beautification fund for the Lindvig Bridge does not include the “Velkommen til Poulsbo” sign on the Highway 305 concrete wall. Mayor Erickson stated when the sign project comes forward an additional transfer of funds of approximately \$3,000 will be needed.

Mayor Erickson thanked staff and Council for all the hard work that was put into preparing the 2012 budget.

**Motion:** Move to approve the City of Poulsbos 2012 Budget.

**Action:** Approve, **Moved by** Lord, **Seconded by** Henry. Motion passed unanimously.

6. ▶ **COUNCIL COMMITTEE REPORTS**

a. Community Services Committee: Councilmember Berry-Maraist reported on proposed changes to the Library Board, specifically reducing the meetings to one per year; Professional Services Agreement with Sound Urban Forestry, recreation program changes, additional non-resident fees for facility and sign rentals, and status of the Settle and Lord properties.

## 7. DEPARTMENT HEAD COMMENTS

None.

## 8. CONTINUED COMMENTS FROM CITIZENS

None.

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

a. Councilmember Berry-Maraist commented on her attendance at the 9th Avenue Transitional Housing community meeting, acknowledging neighbor concerns; and her participation in a KRCC meeting/conference call regarding proposed prison reception facility in the South Kitsap Industrial Area (SKIA).

b. Councilmember Musgrove spoke to the budget process and the thorough review needed each year, not just in a down economy.

c. Mayor Erickson commented on her attendance at the Historic Downtown Poulsbo Association (HDPA) meeting and the upcoming meeting regarding Anderson Parkway, encouraging citizen/business participation.

d. Councilmember Nystul commented on the organized budget process and commended staff.

e. Councilmember Stern questioned if the Council will get further information on transitional housing and the opportunity to provide input; Mayor Erickson stated the city an attorney opinion that stated our code does not allow the city authority if it is a single family home housing a family.

f. Councilmember McGinty commented on the long and complex budget process.

## 10. ► ADJOURNMENT

**Motion:** Move to adjourn.

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

Motion passed unanimously.

Meeting was adjourned at 8:27 PM.

Rebecca Erickson, Mayor  
ATTEST:

Jill A. Boltz, City Clerk, CMC