

POULSBO CITY COUNCIL MEETING OF NOVEMBER 21, 2012

MINUTES

PRESENT: Mayor Erickson (Not voting), Berry-Maraist, Henry, Lord, McGinty, Musgrove, Nystul, Stern.

Staff: Booher, Loveless, Kasiniak, Stenstrom, Stephens

MAJOR BUSINESS ITEMS

- * * * Final Acceptance of Viking Avenue “Norseman”
- * * * KEDA – 3rd Quarter Report
- * * * Claims – October 1-31, 2012
- * * * Payroll – October 1-31, 2012
- * * * 7:15 PM Public Hearing: 2013 Budget
- * * * 2013 Baseline Adjustment and New Program Requests
- * * * Contract: Lincoln Road Design
- * * * Project Scope and Budget: Direct Discharge Concept
- * * * Interlocal Agreement: Amendment to Kitsap Regional Coordinating Council
- * * * Interlocal Agreement: Amendment to Dept. of Emergency Management

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 Stern stated the Finance/Administration Committee discussed the Council policy of testimony and public comments on inter-jurisdictional matters. Councilmember Lord noted the Council Rules of Procedures states the Council would hold a workshop each even numbered year to review the Rules of Procedures. The Council requested a workshop be scheduled in January to review the Rules of Procedure, specifically for clarification on public testimony, and other jurisdictional

matters.

- b.** Kitsap Economic Development Alliance (KEDA) 3rd Quarter Report – John Powers, KEDA Executive Director, reported on the number of Poulsbo businesses that were assisted by KEDA, the success of the Pacific Northwest Defense Symposium, and other various events hosted by KEDA.

- c.** Final Acceptance of Viking Avenue “Norseman”- Mayor Erickson reminded the Council and public the Norseman statue unveiling will take place November 23rd at 7:00pm; at which time the final acceptance of the project and payment would need to be made. Council concurred to allow payment to be made at the first part of next week.

- d.** Mayor Erickson stated the Poulsbo Historical Society will begin selling the “2013 Remarkable Women of Poulsbo” calendar.

- e.** Councilmember Musgrove stated holiday decorations will be put up in downtown this weekend and may cause some traffic delays on Front Street.

- f.** Public Works Director Loveless reported on flooding in the City due to the recent storm; presenting photos of flooding near the Public Works building and 7th Avenue. There is some emergency work that is continuing to clear significantly blocked culverts.

4. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a and b. **Action:** Approve, **Moved by** McGinty, **Seconded by** Berry-Maraist.
Motion passed unanimously.

The items listed are:

- a.** Claim – October 1-31, 2012, in the amount of \$1,347,337.40, check numbers 10020465 through 10020844 and electronic disbursement numbers 22-0084 through 22-0092.
- b.** Payroll – October 1-31, 2012, in the amount of \$316,740.24 with the check numbers (including direct deposit vouchers) of 30018303-30018558.

5. BUSINESS AGENDA

- a.**  **7:15 PM Public Hearing: 2013 Budget**

Mayor Erickson opened the public hearing 7:45PM.

Mayor Erickson requested public comments; no comments were received.

Finance Director Booher provided an overview of the proposed budget variance, and the Finance/Administration Committee and Mayors recommendations.

Mayor Erickson closed the public hearing at 7:56 PM.

Motion: Move to close the Public Hearing on the City of Poulsbos Year 2013 budget.

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

Motion passed unanimously.

b. ► 2013 Baseline Adjustment and New Program Request

Finance Director Booher presented the 2013 Baseline Adjustment and New Program Requests; and expenditure and revenue adjustments.

Council discussion included:

- Increase fees for City Hall conference room use
- Staff furloughs vs. voluntary furloughs
- KEDA Poulsbo Economic Development funding increase; recommended by the Finance/Administration Committee, not recommended by Mayor

Expenditure Adjustments recommended by Council:

- Kitsap Humane Society, reduction in the contract by \$5,000
- Possible staff furloughs, for 1 year, to be reviewed again in 2014

Baseline Adjustment and New Program Requests recommended by Council:

- Care and Custody of Prisoners- Housing of prisoners \$43,000; and Electronic Home Monitoring \$15,000
- Legislative- Poulsbo Economic Development (KEDA) \$5,000
- Executive- Grant Writer \$5,000
- Municipal Court- Judges computer \$1,800
- Planning/Engineering- Subdivision & Contact Grading Code update \$30,000

c. ► Contract: Lincoln Road Design

City Engineer Kasiniak provided background on the Lincoln Road Improvements project, design cost vs. design budget, construction budget and Federal grants received to fund the project.

Motion: Move to approve the contract with Parametric as presented by the City Engineer. **Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** McGinty.
Motion passed unanimously.

d.  **Project Scope and Budget: Direct Discharge Concept**

City Engineer Kasiniak presented the concept of doing conceptual design work to determine what improvements would need to be made for the stormwater system to allow properties to take advantage of the provisions in the Stormwater manual for Direct discharge to Liberty Bay, reducing the requirements for detention and associated costs in four basin areas; Hostmark/SR 305/6th Ave area, Poulsbo Village area, Viking Avenue area and Downtown Poulsbo area.

Motion: Move to approve the scope and budget for the Stormwater Conveyance Assessment as presented by the City Engineer. **Action:** Approve, **Moved by** Musgrove, **Seconded by** Lord.
Motion passed unanimously.

e.  **Interlocal Agreement: Amendment to Kitsap Regional Coordinating Council (KRCC)**

Mayor Erickson reported the KRCC Board approved the revisions to the KRCC ILA and requires approval of the ILA revisions from all jurisdictions by the end of 2012, to allow for administrative transition before the first of 2013.

Motion: Move to approve amendments and authorize the Mayor to sign the Interlocal Agreement with Kitsap Regional Coordinating Council as presented. **Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** McGinty.
Motion passed unanimously.

f.  **Interlocal Agreement: Amendment to Department of Emergency Management (KCDEM)**

Councilmember Lord requested clarification on the amount of authority the KCDEM has for mutual aid and commandeer property if deemed necessary in the event of an emergency. Mayor Erickson stated the agreement is reflective of RCW 38.52, powers granted to agencies if an emergency is declared. Mayor Erickson recommended the item be tabled until the December 5th meeting, so further clarification can be made.

6.  **COUNCIL COMMITTEE REPORTS**

a. Public/Safety Legal Committee: Councilmember McGinty reported the K9 and SWAT program budget was presented and reviewed; and Tree Lighting event was reviewed as well.

b. Mayor Erickson thanked the Public Works and Engineering Departments for their hard work during the recent storms.

7. DEPARTMENT HEAD COMMENTS

None.

8. CONTINUED COMMENTS FROM CITIZENS

None.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

a. Councilmember Lord invited the public to the Tree Lighting and Statue unveiling on November 23rd and encouraged people to shop locally on Black Friday.

b. Councilmember Berry-Maraist reported on her attendance at the Kitsap Regional Coordination Council meeting.

10. ADJOURNMENT

Motion: Move to adjourn at 9:20 PM. **Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** Stern.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, Deputy City Clerk, CMC

