

POULSBO CITY COUNCIL MEETING OF AUGUST 7, 2013

MINUTES

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

Absent/Excused: McGinty.

Staff: Boltz, Kasiniak, Kingery, Loveless, McCluskey, McQuade, Stenstrom, Stephens, Townsend

MAJOR BUSINESS ITEMS

- * * * 7:10 PM Public Hearing: Julian/3rd Street Vacation
- * * * Ordinance No. 2013-09, Utility Tax
- * * * Resolution No. 2013-07, Amending Lodging Tax Advisory Board
- * * * Police Records – Evidence Clerk Position
- * * * Narcotics Canine
- * * * Workshop - Engineering Work Program

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

- a. Rita Hagwell spoke to the Urban Plan of Poulsbo booklet published, which includes a trail through her property; and her intent to contact Representative Christine Rolfes about her concerns with the stimulus money awarded, lead to the Urban Paths of Poulsbo book.

Mayor Erickson clarified the stimulus money was awarded to the City of Poulsbo; it did not benefit a specific Councilmember, as claimed by Mrs. Hagwell.

- b. John Kuhns, Olympic Outdoor Center and Visit Kitsap representative, spoke to the Lodging Tax funding and voiced concern with the way funding will be directed. Kuhns commented on the benefit Visit Kitsap gives to the City and urged the City to consider their proposal for Lodging Tax funding, so they can continue to market Kitsap County and the City.
- c. JanetMarie Valiga commented on the Sound Works Job Center article in the Kitsap Sun, and a quote by Mayor Erickson stating no other organization wants to help Sound Works and the services were not needed.
- d. Melody Sky Eisler commended the Council and staff on the work done at the Council Goals Retreat.

3. MAYOR'S REPORT AND COUNCIL COMMENTS

- a. Councilmember Musgrove reminded the public of the Poulsbo Street Dance, taking place this Saturday, August 10th.
- b. Councilmember Berry-Maraist commented she would support giving Sound Works additional time to find a new location, if necessary.
- c. Councilmember Lord commented on her attendance at Dale Rudolph's Memorial Service.
- d. Mayor Erickson clarified the quote in the Kitsap Sun regarding Sound Works, was inaccurate; she did not say the services were not needed. She stated, we have been trying to find a new location for two years and if no one steps up there does not appear to be community will for the agency.
- e. Councilmember Stern apologized for missing the Council Goals Retreat and commented on his reading of the book "Breakfast at Sally's" by Richard LeMieux. Stern also announced the upcoming release of the book "Images of America: Poulsbo" written by Judy Driscoll and Sherry White, which will be unveiled at the book signing sponsored by the Poulsbo Historical Society, on August 22nd at 7:00pm.

4. CONSENT AGENDA

None.

5. BUSINESS AGENDA

a. Public Hearing: Julian 3rd Avenue Street Vacation

City Engineer Kasiniak report a Julian 3rd Avenue Street Vacation petition was received from Eagle Harbor Properties; the City Engineer, Public Works Director, and utility companies have reviewed the petition and concluded this strip of right-of-way can be vacated. Eagle Harbor Properties has proposed to compensate the City with the full market assessed value of the right-of-way, appraised at \$30,000.

At 7:21 PM Mayor Erickson opened the public hearing, and asked for public testimony.

There being no public testimony, Mayor Erickson closed the public hearing at 7:21PM.

Berry-Maraist stated the Public Works Committee concurred with the staff's recommendation to approve the request.

Motion: Move to adopt Ordinance No. 2013-08, an ordinance of the City of Poulsbo, Washington, vacating a section of right-of-way designated as Third Avenue NW and located between NW Commerce Street and SR 3; establishing compensation; and establishing an effective date.

Action: Approve, **Moved by** Berry-Maraist, **Seconded by** Lord.
Motion passed unanimously. Absent: McGinty

b. Ordinance No. 2013-09, Utility Tax

Accounting Manager McQuade reported, due to the increase in the stormwater rate, the Council concurred to reduce the utility tax from ten percent to six percent for the City Stormwater Drainage utility. The rate will be effective August 1, 2013 and will be automatically reviewed in 2013 in conjunction with adopting the 2014 budget.

Councilmember Stern commented on his memory of the new tax percentage was establishing a new base, not to be revisited in January. McQuade stated the rates are subject to be set each year, during the budget process.

Councilmember Lord stated it was the intent of the Council for the six percent to be new base rate from this year and forward; and recommended adding language to the motion that is a "base rate of six percent".

Motion: Move to approve Ordinance No. 2013-09, an ordinance of the City of Poulsbo to decrease the tax rate on the furnishing of stormwater drainage from ten percent to a base rate of six percent effective August 1, 2013.

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

Discussion: Councilmember Nystul stated the change in language in the motion, does not change the language in the ordinance. The base rate language should be included in the ordinance, if that is intent of the Council. Nystul also stated there is a typo in the ordinance in section 1(e); and the mid-year change is out of sequence and should be done during the budget process.

Councilmember Lord requested a change to the ordinance language throughout the document to reflect the base rate of six percent.

Amended Motion: Amendment to Ordinance No. 2013-09, wherever it refers to the decrease from ten percent to six percent, to insert the language "a base rate of" before six percent.

Action: Approve, **Moved by** Lord, **Seconded by** Stern.
Motion passed unanimously. Absent: McGinty

Original Motion Vote: Motion passed (summary: Yes = 4, No = 2, Abstain = 0).

Yes: Berry-Maraist, Lord, Musgrove, Stern.

No: Henry, Nystul.

Absent: McGinty

c. Resolution No. 2013-07, Amending Lodging Tax Advisory (LTAC) Board

Parks and Recreation Director McCluskey explained due to updated legislation, the LTAC in a municipality must now be appointed by the legislative body. The committee membership must include at least two members who are representative of businesses required to collect the tax; and at least two members who are persons involved in activities authorized to be funded by these revenues. One additional member shall be an elected official of the municipality who shall serve as the chair of the committee.

Two other optional issues for the Council to consider include: (1) should the Community Services Committee review grant application and (2) Should the LTAC committee chair appointment be on the same 2-year rotation as the other committees.

The Mayor will bring forward her list of recommended LTAC members to the August 21, 2013 meeting.

Council discussion included:

- Support in the Community Services Committee to continue reviewing grant applications and LTAC recommendation.
- No longer have the ability to give funding to an applicant outside of the grant cycle.
- Not be limited to five committee members.
- Including a term limit for the elected official serving on the committee.

Motion: Move to approve Resolution No. 2013-07, and request the Mayor prepare recommendations for 2013 LTAC committee membership and bring it to the City Council, with modifications: deleting “with the exception of the elected official” in the *section 2c Appointment*, to read “all members shall serve at the pleasure of the City Council”; and the committee to consist of “at least” five members, in *section 2b Membership of Lodging Tax Advisory Committee*.

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

Motion passed unanimously. Absent: McGinty

d. Narcotics Canine

Police Chief Townsend reported during the economic issues several years ago the city ended the police narcotics canine program in an effort to control costs. The narcotics canine is an integral part of investigatory tactics. Changes to state law significantly restrict the ability of an officer to search a vehicle; the narcotics canine can come in and provide the ability to search for drugs that is otherwise lost. Not only is the dog a great investigative tool to help interdict drugs in the community, but it also plays a part in community outreach.

Townsend stated his experience with narcotics canines is they pay for themselves. After the initial cost, the dog, through seizures, pays for its own upkeep, including food, vet bills, boarding when necessary, is estimated between \$1,000 and \$1,500 per year. The start-up costs for the canine are estimated to be \$10,000 to \$12,500.

Motion: Move to authorize the Chief of Police to reactivate the Police Narcotics Canine Program with funding to come from Fund 171 and community donations.

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

Motion passed unanimously. Absent: McGinty

e. Police Records – Evidence Clerk Position

Human Resources Manager Kingery explained during staffing changes several years ago, the records-evidence clerical position in the police department was reduced from a 1.0 FTE to a 0.5 FTE and the position was not filled; the position has been filled with casual labor. As part of this change, the operation and maintenance of the police department's evidence room was turned over to the IT staff. While IT Manager Treacher has done an excellent job organizing and managing the evidence room, for accountability, it is critical to bring that duty back into the police department under the Chief's chain of command and oversight.

Councilmember Henry left the meeting at 8:15 PM.

Police Chief Townsend clarified the Police Records Evidence Clerk position is not a clerical position; it is a high profile, high liability position and it is most important we attract the most qualified candidates. This work, along with the records unit work cannot be done in a 0.50 FTE position. Ideally the position would be filled at a 1.0 FTE.

An alternate plan, if the position was not funded for full time, would be to fund the position at 0.70 until Spring 2014, and move to 1.0 FTE at that time.

Councilmember Stern questioned the duties/needs in the IT Department and the need to analyze the overall budget. Mayor Erickson stated several departments are understaffed and there will be many staffing changes coming forward. Since 2010 the Public Works Director has been solely responsible for the City Hall building (HVAC and the computers that run the building), that responsibility would be moved to the IT department and will be funding out of building maintenance. Erickson stated this position has been discussed in the Finance/Administration and Public Safety/Legal Committees.

Human Resources Manager Kingery stated all departments submitted their staffing requests; Mayor Erickson reviewed the requests and the Police Records-Evidence Clerk position is her top staffing priority.

Council discussion included:

- The impacts to budget; with potential other requests for position coming forward during the normal budget cycle.
- Honor the top priority of the Mayor's staffing recommendation, after analyzing all department staffing needs.

Motion: Move to authorize the Chief of Police to fill the open 50% FTE police clerk position with a 100% FTE, effective September 1, 2013 and transfer the evidence duties from the IT department, back to the Police Department.

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

Motion passed unanimously. Absent: McGinty and Henry

f. Workshop – Engineering Work Program

City Engineer Kasiniak presented the functions of the Engineering division; the 2013 work plan categories including Construction Projects, Programs, Design/PS & E (Plans, Specifications and Estimate; Comprehensive Plans, Technical Reports/Studies, and Code updates; the 2005-2013 approved residential projects; the 2014 draft work plan; anticipated future grant funding, traffic impact fees and utility projects.

6. COUNCIL COMMITTEE REPORTS

- Public Works Committee: Councilmember Berry-Maraist reported on options discussed for the old City Hall pad/King Olaf parking lot. Mayor Erickson stated a Council Workshop will be held to discuss the options/alternatives the consultant will bring forward.
- Councilmember Nystul complimented staff on the Consumer Confidence Water Report that was recently released.

7. DEPARTMENT HEAD COMMENTS

None.

8. CONTINUED COMMENTS FROM CITIZENS

- Rita Hagwell spoke to her property rights and her property being included in the Urban Paths of Poulsbo.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- Councilmember Berry-Maraist reported on her attendance at Kitsap Regional Coordinating Council (KRCC) TransPol meeting; extended her apologies for missing the service for Dale Rudolph; and requested better contractor signage at the beginning and end of 6th Avenue project.

10. ADJOURNMENT

Motion: Move to adjourn at 9:19 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC