

POULSBO CITY COUNCIL MEETING OF OCTOBER 2, 2013

M I N U T E S

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

Absent/Excused: Stern.

Staff: Boltz, Booher, Loveless, McCluskey, Stephens, Treacher

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for August 2013
- * * * Budget Amendment/BA #13-0401, Professional Services –Codification of Ordinances
- * * * Minutes of July 17, 2013 City Council Meeting
- * * * Minutes of July 31, 2013 Special City Council Meeting
- * * * Minutes of August 7, 2013 City Council Meeting
- * * * Minutes of August 14, 2013 City Council Meeting
- * * * Minutes of August 21, 2013 City Council Meeting
- * * * NPDES Appeal – Additional Funding Request from Coalition
- * * * Authorize Disposal of Surplus Goods
- * * * Budget Process 2013 Revenue and Expenditure Review
- * * * Propose Preliminary Budget

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. Janetmarie Valiga commented on an article in the Kitsap Sun regarding Sound Works services being available during the Federal shutdown.
- b. Rita Hagwell presented the legal amounts paid by the City relating to lawsuit she brought against the City, due to a trail line that runs through her property as depicted in the Urban Trail of Poulsbo.
- c. Melody Sky-Eisler spoke to information the Kitsap Regional Library has regarding the Affordable Health Care Act and the services provided by the library to those people affected by the furloughs.
- d. Patty Graf-Hoke presented an article published in the Tacoma News Tribune featuring Point No Point and the North Kitsap area.

- e. Tammy Matson, Poulsbo Marketing Coalition, thanked the Council for their leadership and the partnership with the coalition and Visit Kitsap; and announced Front Street will be closed October 31st from 4-6pm for Safe Trick-or-Treating Downtown.
- f. Brad Miller, Port of Poulsbo, stated the Port is challenging the City Council to a Chili Cook-off on Halloween.

3. MAYOR'S REPORT AND COUNCIL COMMENTS

- a. Councilmember Berry-Maraist spoke to the positive citizen comments and input she has received regarding the 6th Avenue construction project, and commended City staff and the contractors for their work on the project.
- b. Mayor's Report:
 - Mike Lund, Senior Field Inspector presented an update on the 6th Avenue Project, with the curbing, sidewalk and street work beginning this week. The paving should be started the week of October 18th.
 - Public Works Director Loveless reported Public Works crews have sealed manhole covers in preparation for the storms and heavy rain.
 - Daffodil Day will be held on November 2, 2013 at 9:00am.
 - Monday, October 7th the League of Women Voters will be holding a Candidate Forum in the Poulsbo Council Chambers, and the forum will be televised on BKAT.
 - Mayor Erickson requested Council concurrence to purchase Christmas lights fixtures for the windows of City Hall; Council concurred.
 - An Executive Session will be held at the end of the Council meeting for the purpose of discussing Real Estate disposition.
- c. Councilmember Musgrove announced the October Parks & Recreation newsletter and the various events that will be held; and the American Spirit Cruise ship will be coming to Poulsbo for the next few weeks.
- d. Councilmember Lord asked how the internship program with the High School is progressing; Mayor Erickson stated she is committed to making the program happen and is waiting to hear back from a School District representative.

4. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a through g.
Action: Approve, **Moved by** Berry-Maraist, **Seconded by** McGinty.
Motion passed unanimously. Absent: Stern

The items listed are:

- a. Payable Disbursement for the period of August 1 through 31, 2013, in amount of \$2,255,936.37 to include Accounts Payable Check Numbers 10022837 through

10023078, Payroll Check Numbers 30020750 through 30021001 and Electronic Disbursement Numbers 23-0061 through 23-0069.

- b. Budget Amendment/BA #13-0401, Professional Services-Codification of Ordinances
- c. Minutes of July 17, 2013 City Council Meeting
- d. Minutes of July 31, 2013 Special City Council Meeting
- e. Minutes of August 7, 2013 City Council Meeting
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5. BUSINESS AGENDA

a. **NPDES Appeal – Additional Funding request from Coalition**

Public Works Director Loveless explained the City had joined a coalition of 24 other cities and counties in appealing the NPDES Phase II Permit. The financial contribution of each municipality was based on population, with Poulsbo contributing \$10,000. The appeal has progressed to a point where a joint hearing with Phase I and II appellants will be held in October; and the legal fees that were collected has depleted. The coalition is now asking for a 50% increase in contributions to proceed through the appeal hearing; for Poulsbo this would amount to an additional \$5,000 contribution.

Councilmember Berry-Maraist reported the Public Works Committee recommended approval.

Motion: Move to authorize the Mayor to sign the ILA Amendment with the Coalition of cities and count appealing the NPDES Phase II permit.

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

Motion passed unanimously. Absent: Stern

b. **Authorize Disposal of Surplus Goods**

Finance Director Booher stated the Finance Department has compiled a list of items deemed as surplus by City departments. The list has been circulated to each department for review for needs, the remaining goods not claimed are awaiting surplus. The list contains only governmental items; there are no proprietary items, therefore no public hearing was needed. These items will be surplus via Public Surplus.com

Motion: Move to approve the disposal of the Fall 2013 surplus listing in accordance with City of Poulsbo Ordinance No. 94-08.

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

Motion passed unanimously. Absent: Stern

c. **Budget Process 2013 Revenue and Expenditure Review**

Finance Director Booher provided an overview of the City's budgeted funds and total of all funds, review of 2013 expenditures and revenue sources and City sales tax rate. The proposed preliminary document was distributed September 30th; the 2014 preliminary document being distributed on November 1st; and the budget workshop on November 13th.

d. Proposed Preliminary Budget

Finance Director Booher presented the 2014 fund accounting changes; explanation of the fund balances; the reductions, transfers and calculations included in the proposed preliminary for the General Fund; and the projected 2014 General Fund expenditures.

6. COUNCIL COMMITTEE REPORTS

- a. Public Works Committee: Councilmember Berry-Maraist reported on the Liberty Hills request by the Homeowners Association to take over the landscaping maintenance; Department of Ecology grant opportunities for stormwater; potential Noll Road right-of-way acquisition; roadway reclassifications review; Emergency Management Plan review; long range planning for the future Public Works site and water rate seasonal adjustment.
- b. Lodging Tax Advisory Committee: Councilmember Nystul reported the committee reviewed the applications for funding and the recommendations will go to the Community Services Committee. The application by the City of Poulsbo for the restroom work in Anderson Parkway was not considered because it was unclear if this was temporary or permanent work; and request for the shelter for the boat submitted by the Poulsbo Historical Society, was not recommended because more information on the location and clarification was needed.
- c. Finance/Administration Committee: Councilmember Lord reported on the monthly sales tax.

7. DEPARTMENT HEAD COMMENTS

None.

8. CONTINUED COMMENTS FROM CITIZENS

- a. Rita Hagwell stated she agreed with the Mayor's suggestion to have holiday lights in City Hall.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- a. Councilmember Berry-Maraist commented the success of the Homecoming Parade downtown last week, and the replacement of the Council computer in City Hall.

10. EXECUTIVE SESSION

Motion: Move to adjourn at the end of the executive session.

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

Motion passed unanimously.

At 8:43 PM Mayor Erickson recessed the meeting into a 20-minute executive session, for the purpose of discussing real estate disposition, pursuant to RCW 42.30.110(c).

11. ADJOURNMENT

Meeting adjourned at 9:03 PM.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC