

**POULSBO CITY COUNCIL MEETING OF OCTOBER 9, 2013**

**MINUTES**

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

**Absent/Excused:** Stern.

Staff: Boltz, Kasiniak, Loveless, Stenstrom, Stephens

**MAJOR BUSINESS ITEMS**

- \* \* \* Agreement for Animal Rescue and Control
- \* \* \* Set Public Hearing for 2014 Final Budget
- \* \* \* Comprehensive Emergency Management Plan Update
- \* \* \* Final Acceptance and Contract Closure:
  - Noll Road Roundabout – RV Construction
  - Anderson Parkway – C & J Excavating
  - Hostmark SRTS – Seton Construction
- \* \* \* Roadway Reclassification

**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. Melody Sky Eisler suggested, in reviewing the Comprehensive Emergency Management Plan, the city should explore working with the Port of Poulsbo on a Voluntary Flotilla plan for the purposes of creating an emergency waterway evacuation, similar to Bainbridge Island.
- b. Rita Hagwell commented on the Urban Paths of Poulsbo including a map with a trail that goes through her property, for the map to be changed; and the use of eminent domain by cities, county and federal governments.

**3. MAYOR'S REPORT AND COUNCIL COMMENTS**

- a. Councilmember Berry-Maraist commented on the Poulsbo Marathon and the grand opening of REI in Silverdale.
- b. Mayor Erickson announced the Halloween Haunted House will take place on October 31<sup>st</sup> at the old Police Station, and the 2<sup>nd</sup> Annual Daffodil Day will take place on Saturday, November 2<sup>nd</sup>. Erickson also reported on Fishline's progress in finding a new location and request for a letter of support from the Mayor as they apply for grants to

establish a funding package. Mayor Erickson requested Council concurrence to draft such a letter; Council concurred.

Mayor Erickson requested Council approval for the Special Event application for the Halloween Haunted House. The Community Services Committee reviewed the application and recommends approval.

**Motion:** Move to approve the special event of the Halloween Haunted House at the old Police Station.

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

Motion passed unanimously. Absent: Stern

- c. Councilmember Musgrove commented on his attendance at the Poulsbo Chamber of Commerce luncheon, and announced the City has surplused several items now available on publicsurplus.com.
- d. Councilmember Lord commented on her attendance at the quarterly Historic Downtown Poulsbo Association meeting, where there was great attendance by merchants. Lord also spoke to new businesses on Viking Avenue, in addition to the approximately 75 current businesses in that area.

#### 4. CONSENT AGENDA

None.

#### 5. BUSINESS AGENDA

##### a. Agreement for Animal Rescue and Control

Councilmember Mugrove stated after reviewing the contract he had several concerns with the wording in the document and recommended the item be pulled until the next Council meeting; Council concurred.

##### b. Set Public Hearing for 2014 Final Budget

**Motion:** Move to set a Public Hearing for November 6, 2013 at 7:15 p.m. to allow the public time to address the Council regarding the 2014 Budget.

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

Motion passed unanimously. Absent: Stern

##### c. Comprehensive Emergency Management Plan Update

Public Works Director Loveless explained Kitsap County Department of Emergency Management (KCDEM) drafted plans for all cities and the County in order to be uniform and updated on the same schedule. KCDEM would like all plans to be adopted by the

municipalities by October 2013, to be ready for the storm season and positioned to receive FEMA funding, if the need arises. The draft plan has been reviewed by KCDEM, city staff and the Public Works committee.

Council discussion included:

- Coordination with the Naval bases;
- The councils role in the plan, in the event of an emergency;
- The process of declaring an emergency and opening the Emergency Operation Center (EOC).

**Motion:** Move to adopt Ordinance No. 2013-13, adopting the 2013 Update to the Comprehensive Emergency Management Plan.

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

Motion passed unanimously. Absent: Stern

**d. Final Acceptance and Contract Closure**

City Engineer Kasiniak provided contract details for the projects and final amounts paid out on the contracts for: Noll Road Roundabout, Hostmark Safe Routes to School Sidewalk Project, and Anderson Parkway.

**Motion:** Move to accept the Noll Road Roundabout project as completed and authorize release of all retained funds in accordance with state law and contract requirements.

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

Motion passed unanimously. Absent: Stern

**Motion:** Move to accept the North Kitsap Schools Poulsbo Campus Complex Safe Routes Program project as completed and authorize release of all retained funds in accordance with state law and contract requirements.

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

Motion passed unanimously. Absent: Stern

**Motion:** Move to accept the Anderson Parkway Improvements project as completed and authorize release of all retained funds in accordance with state law and contract requirements.

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

Motion passed unanimously. Absent: Stern

**e. Roadway Reclassification**

City Engineer Kasiniak explained the importance of classifying city roads, as only federally classified roads are eligible for state and federal funding. The last time the roads were reclassified was approximately 30 years ago and the population was much

less than today. The roads were reviewed by staff and the Mayor, then provided their recommendations for 8 of the 9 roads to the Public Works Committee.

The roads included:

1. Olhava Way Drive between Finn Hill Rd and Olympic College Way
2. Finn Hill Road from SR 3 to Poulsbo Urban Growth Area boundary
3. Vetter Rd and 10<sup>th</sup> Avenue
4. 7<sup>th</sup> Avenue between Liberty Road and SR 305
5. 3<sup>rd</sup> Avenue (behind City Hall) between Hostmark Street and Iverson Street
6. Caldart Avenue between Hostmark and Forest Rock Lane
7. Languanet Lane from Noll Road to Lincoln
8. New alignment of Johnson Road from SR 305 to Noll Road.
9. Forest Rock and 10<sup>th</sup> Avenue (not recommended to move forward)

Kasiniak stated the reclassification process takes approximately six months, with review by the Puget Sound Regional Council and Washington State Department of Transportation. There is no Council action needed at this point.

## **6. COUNCIL COMMITTEE REPORTS**

- a. Public Works Committee: Councilmember Berry-Maraist reported on the Public Works budget; the road lighting project on Hwy 305; a resident request for a traffic signal change at Caldart and Lincoln; and LID stormwater treatment landscaping in Anderson Parkway being damaged due to pedestrians walking through the area.
- b. Economic Development Committee: Councilmember Musgrove announced the next meeting will be held on October 23<sup>rd</sup>.
- c. Community Services Committee: Councilmember Henry reported on the NKSD agreement; special event applications for Jule Fest and Halloween Haunted House; Poulsbo boat display location; Nelson Park access; and Lodging Tax recommendations.

## **7. DEPARTMENT HEAD COMMENTS**

None.

## **8. CONTINUED COMMENTS FROM CITIZENS**

- a. Rita Hagwell stated she is suspicious of the trail that goes through her property, and the intent of developers.
- b. Melody Sky Eisler asked if the Council is planning on participating in the Chili Cook-off with the Port of Poulsbo. Councilmember Musgrove stated the chili cook-off is on hold to work out some details.

Councilmember Musgrove requested Ms. Eisler provide library resources regarding the health care reform. Eisler stated the Kitsap Regional Libraries are holding weekly sessions for the public to get their questions answered.

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

- a. Councilmember Berry-Maraist stated she appreciated Ms. Sky-Eisler's request to look into an emergency flotilla plan for Poulsbo and would to explore the idea.
- b. Councilmember Henry stated the flotilla idea has been discussed by the Council in 2000, at that time there were no emergencies and the idea fizzled out.

**10. EXECUTIVE SESSION**

At 8:16 PM Mayor Erickson recessed the meeting into a 20-minute executive session, for the purpose of discussing real estate acquisition, pursuant to RCW 42.30.110(b).

Mayor Erickson resumed the meeting at 8:39 PM

**11. ADJOURNMENT**

**Motion:** Move to adjourn at 8:40 PM.

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

Motion passed unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Jill A. Boltz, City Clerk, CMC