

POULSBO CITY COUNCIL MEETING OF NOVEMBER 6, 2013

MINUTES

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

Staff: Berezowsky, Boltz, Booher, Kasiniak, Kingery, Lund, McCluskey, Stenstrom, Stephens, Townsend

MAJOR BUSINESS ITEMS

- * * * Minutes of September 11, 2013 City Council Meeting
- * * * Minutes of September 18, 2013 City Council Meeting
- * * * Minutes of October 2, 2013 City Council Meeting
- * * * Minutes of October 9, 2013 City Council Meeting
- * * * Minutes of October 16, 2013 City Council Meeting
- * * * Animal Rescue and Enforcement Agreement
- * * * Armored Car Services Agreement – Loomis
- * * * Prosecution Services Agreement – Kitsap County Prosecuting Attorney
- * * * Budget Amendment – 6th Avenue
- * * * Final Acceptance/Project Closure: Big Valley Water Main
- * * * Contract Authorization for Road Reclassification
- * * * Public Hearing: 2014 Budget
- * * * Set 2014 Property Tax Levy
- * * * City Improvement Plan
- * * * Ordinance No. 2013-___, City Claims Process

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 expressed concern with the Urban Paths of Poulsbo which includes a proposed walking path across her property and requested a waiver of the \$1000 application fee for Comprehensive Plan Amendment.
- b. Dick Stivers urged the Council to take whatever action necessary to change the parking restriction signage in Anderson Parkway. Stivers recommended unrestricted parking during the hours 6:00 PM to 6:00 AM.
- c. Tony DeCarlo congratulated those Councilmembers that were re-elected.
- d. Shane Skelley stated he was glad to be back in Poulsbo after a month long trip, and expressed his gratitude to live in an area with clean air and water.

3. MAYOR'S REPORT AND COUNCIL COMMENTS

- a. Councilmember Lord congratulated those Councilmembers that were re-elected, and spoke to the new Kitsap Rescue Mission weekly street newspaper.
- b. Councilmember Berry-Maraist spoke to the Kitsap County Non-Motorized Transportation Plan and the proposed routes, which the City should weigh in on.
- c. Mayor Erickson announced City Clerk Boltz and Public Works Director Loveless will be resigning within the next month; as a result some organizational changes are going to occur. Human Resources Manager Kingery stated the City Clerk's department structure will remain the same; and outlined the proposed restructure of the Public Works and Engineering Departments. Council concurred to move forward with the proposed changes.

Mayor Erickson also announced the Viking Avenue Tree Lightening will be held on Friday, November 29th beginning at 6:00PM.

- a. Councilmember Musgrove commented on the success of the Halloween Trick or Treat and Haunted House.
- b. Councilmember Henry commented he will be attending the AWC Legislative Committee tomorrow and asked for Council input on the AWC priorities that will be discussed at the meeting.

4. CONSENT AGENDA

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

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

Motion passed unanimously.

The items listed are:

- a. Minutes of September 11, 2013 City Council Meeting
- b. Minutes of September 18, 2013 City Council Meeting
- c. Minutes of October 2, 2013 City Council Meeting
- d. Minutes of October 9, 2013 City Council Meeting
- e. Minutes of October 16, 2013 City Council Meeting
- f. Animal Rescue and Enforcement Agreement
- g. Armored Car Services Agreement – Loomis
- h. Prosecution Services Agreement – Kitsap County Prosecuting Attorney

5. BUSINESS AGENDA

a. Final Acceptance/Project Closure: Big Valley Water Main

City Engineer Kasiniak explained the Big Valley Water Main project scope; noting the original contract price was \$751,148.19 and the final pay amount of \$746,246.86.

Motion: Move to accept the Big Valley Water Main as complete and authorize release of all funds in accordance with state law and contract requirements.

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

Motion passed unanimously.

b. Budget Amendment – 6th Avenue

City Engineer Kasiniak presented an update on the progress of the 6th Avenue Low Impact Development (LID) project, and the improvements made. The project budget was \$1,445,000; however there were several overruns in water, storm drain and sewer; and extra work for streets.

Motion: Move to approve adjustments to the 6th Avenue Project budgets in the amount of \$115,000 for Water, \$185,000 for Storm Drain, \$30,000 for Sewer and \$10,000 for Streets using reserves as presented by the City Engineer and direct staff to prepare a budget amendment as required.

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

Motion passed unanimously.

c. Contract Authorization for Road Reclassification

City Engineer Kasiniak presented the scope and budget for the Roadway Reclassification project, with Parametrix. A budget amendment will be required; however the funds will come from unspent contingency from the Lincoln Road Design budget.

Motion: Move to approve the scope and budget for the Roadway Reclassification Project as presented by the City Engineer and direct staff to prepare a budget amendment as required.

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

Motion passed unanimously.

d. Public Hearing: 2014 Budget

Mayor Erickson opened the public hearing at 8:27 PM.

Mayor Erickson requested public comments; no comments were received.

Motion: Move to continue the 2014 Budget public hearing to Wednesday, November 13, 2013, at the Poulsbo City Council Chambers.

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

e. Set 2014 Property Tax Levy, Ordinance No. 2013-14

Motion: Move to approve Ordinance No. 2013-14, an ordinance of the City of Poulsbo Washington levying the general taxes for the City of Poulsbo for the fiscal year commencing on January 1, 2014, on all property, both real and personal, in said city which is subject to taxation for the purpose of providing sufficient revenue to carry on the several departments of said city of the ensuing year as required by law, and approving an ordinance summary for publication.

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

f. City Improvement Plan (CIP)

Finance Director Booher presented an overview of the 2014 CIP and the type of projects included in the CIP.

Parks and Recreation Director McCluskey reviewed the progress of 2013 park projects and 2014 Projects:

- Completed projects in 2012 – Fish Park/original parcels, Nelson Park trail easement
- 2014 projects – Nelson Park Trail easement and construction; and carryover projects include trails signage and trail map and Muriel Iverson Williams Waterfront Park.
- 2015-2019 future park projects.

City Engineer Kasiniak reviewed the 2013 Transportation Projects accomplishments and the 2014 project goals, including Lincoln Road Improvements, City-wide pavement restoration project and 3rd Avenue (Low Impact Developments) LID Improvements.

City Engineer Kasiniak also presented the 2014 projects in sewer, water, storm drain and future enterprise projects.

g. Ordinance No. 2013-15, City Claims Process

City Clerk Boltz explained the ordinance consolidates the authorization for the City Clerk or Deputy City Clerk to receive claims on the cities. The current insurance carrier AWC and Washington Cities Insurance Authority (our 2014 insurance provider) and our City Attorney have reviewed and recommend the change.

Motion: Move to approve Ordinance No. 2013-15, amending Chapter 2.96 of the Poulsbo Municipal Code reestablishing procedures for filing claims against the City and repealing Resolution No. 2003-03.

Action: Approve, **Moved by** McGinty, **Seconded by** Nystul.
Motion passed unanimously.

6. COUNCIL COMMITTEE REPORTS

- a. Public Works Committee: Councilmember Berry-Maraist reported on the Request for Qualification for the Engineering and Design for solid waste at the transfer station at the new Public Works site, and review of a parking complaint received on Terassi Court.
- b. Intergovernmental Committee: Councilmember Stern reported the committee met at the Suquamish Tribe this afternoon, with discussion on cooperative exploration regarding potential of waterfront trails.
- c. Finance/Administration Committee: Councilmember Stern reported on the final sale of the Jensen Avenue property, and 2014 budget review.

7. DEPARTMENT HEAD COMMENTS

- a. City Engineer Kasiniak reported the SR 305 lighting project will begin on Monday and will be completed in approximately 45 days.

8. CONTINUED COMMENTS FROM CITIZENS

- a. Rita Hagwell requested the City Council respond to her letter provided, regarding her request to have the application fee waived.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- a. Councilmember Nystul reminded the public, public surplus items are still available online.
- b. Councilmember Lord urged the public to shop at store on Viking Avenue, and spoke to the Viking Avenue Tree Lighting.
- c. Councilmember Berry-Maraist spoke to the upcoming Washington State Department of Transportation (WSDOT) presentation on the SR 305 intersection at Suquamish Road, once further information is received, she will forward it to the Council. Berry-Maraist also recommended the Public Works committee reschedule their next meeting which falls on the Wednesday before Thanksgiving and requested Mayor Erickson clarify the downtown parking enforcement. Mayor Erickson stated parking tickets are only issued after multiple warnings, and are not happening during the evening. Erickson stated she

does not want to change the signage/enforcement hours because it would interfere with the parking availability during the dinner hour and for overnight boaters.

- d. Mayor Erickson thanked the Poulsbo Garden Club for all their work during Daffodil Day, despite the inclement weather.

10. ADJOURNMENT

Motion: Move to adjourn at 9:43 PM.

Action: Adjourn, **Moved by** Stern, **Seconded by** McGinty.

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC