

## POULSBO CITY COUNCIL MEETING OF DECEMBER 4, 2013

### MINUTES

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

Staff: Berezowsky, Booher, Kasiniak, Kingery, McCluskey, Stephens

### MAJOR BUSINESS ITEMS

- \* \* \* Budget Amendment, BA#13-0406 – 6<sup>th</sup> Avenue Sewer Project
- \* \* \* Budget Amendment, BA#13-0407 – Housing of Prisoners
- \* \* \* Budget Amendment, BA#13-0408 – Jensen Way Property Proceeds
- \* \* \* Budget Amendment, BA#13-0409 – SR305 Safety Lighting Project
- \* \* \* Budget Amendment, BA#13-0410 – Ridgewood/Kevos Pond Basin Study
- \* \* \* Budget Amendment, BA#13-0411 – Police Department Appraisal
- \* \* \* Budget Amendment, BA#13-0412 – Wages and Benefits
- \* \* \* Contract for Public Defender Services
- \* \* \* Board and Commission Re-appointments
- \* \* \* Resolution No. 2013-\_\_\_, City Hall Closure
- \* \* \* Resolution No. 2013-\_\_\_, 2013 Salaries and Wages
- \* \* \* Ordinance No. 2013-\_\_\_, 3<sup>rd</sup> Quarter 2013 Budget Amendments
- \* \* \* 2014 Budget Discussion

### 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 displayed the Urban Paths of Poulsbo book and the map that shows a trail running through her property. Hagwell also stated she did not feel she should be required to pay the fee if she applied for a Comprehensive Plan Amendments, to remove the trail from the book.

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

- a. Swearing In – Judge Jeff Tolman

**Motion:** Move to concur with Mayor Erickson's reappointment of Jeff Tolman as the Municipal Court Judge - Term expiration December 31, 2018.

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

Motion passed unanimously.

Mayor Erickson administered the Oath of Office to Judge Jeff Tolman.

- b. Councilmember Lord commented on the success of the Tree Lighting and large number of attendees.
- c. Councilmember Berry-Maraist stated although she wasn't able to attend the Tree Lighting, the tree looks amazing.
- d. Mayor Erickson acknowledged all those businesses and individuals that contributed to the Tree Lighting event.
- e. Councilmember Musgrove, Henry and Stern also commented on the success of the Tree Lighting.

#### 4. CONSENT AGENDA

Councilmember Berry-Maraist requested item c, Budget Amendment, BA#13-0408 Jensen Way Property Proceeds, be pulled for discussion.

**Motion:** Move to approve Consent Agenda items a, b, d, e, f, g and h.

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

Motion passed unanimously.

The items listed are:

- a. Budget Amendment, BA#13-0406 – 6th Avenue Sewer Project
- b. Budget Amendment, BA#13-0407 – Housing of Prisoners
- c. Budget Amendment, BA#13-0408 – Jensen Way Property Proceeds
- d. Budget Amendment, BA#13-0409 – SR305 Safety Lighting Project
- e. Budget Amendment, BA#13-0410 – Ridgewood/Kevos Pond Basin Study
- f. Budget Amendment, BA#13-0411 – Police Department Appraisal
- g. Budget Amendment, BA#13-0412 – Wages and Benefits
- h. Contract for Public Defender Services

Councilmember Berry-Maraist questioned what the actual sale amount and proceeds were from the sale of the Jensen Way property. Finance Director Booher stated the sale price was \$250,000, minus \$17,000 for closing costs; Mayor Erickson explained the Poulsbo Historical Society had a \$200,000 credit when they gave up the rights to the property; the remaining \$33,000 will be split with the Historical Society and the City.

**Motion:** Move to approve item c, Budget Amendment, BA#13-0408 – Jensen Way Property Proceeds.

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

Motion passed unanimously.

## 5. BUSINESS AGENDA

### a. Board and Commission Re-appointments

**Motion:** Move to concur with the Mayor's recommendations for board and commission reappointments as follows:

Planning Commission:  
Bob Nordnes - term expiration 12/31/2019

Tree Board:  
Joan Hett - term expiration 12/31/2016  
Gayle Larson - term expiration 12/31/2016

Parks and Recreation Commission:  
Diane Fitzpatrick - term expiration 12/31/16  
Mary Carter - term expiration 12/31/16  
Judy Morgan - term expiration 12/31/16

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

### b. Resolution No. 2013-12, City Hall Closure

**Motion:** Move to adopt Resolution No. 2013-12, a resolution of the City Council of the City of Poulsbo, Washington, declaring Tuesday, December 24, 2013 a City Hall closure and Tuesday, December 31, 2013 beginning at 12:00PM as a City Hall closure.

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

### c. Resolution No. 2013-13, 2013 Salaries and Wages

Human Resources Manager Kingery explained the Salaries and Wages resolution incorporates contractual Cost of Living increase, the staffing changes in Public Works, and the new position of Engineering Contract/Administrative Assistant.

**Motion:** Move to approve Resolution No. 2013-13, adopting the 2014 Salaries and Wage schedules.

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

### d. Ordinance No. 2013-17, 3rd Quarter 2013 Budget Amendments

Mayor Erickson requested public comments, no comments were received.

**Motion:** Move to adopt Ordinance 2013-17, an ordinance for the City of Poulsbo, Washington, amending the 2013 budget adopted by Ordinance No 2012-21 to revise the revenues to and appropriations from certain funds and approving an ordinance summary for publication.

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

**e. 2014 Budget Discussion**

Finance Director Booher presented the 2014 budget recommendations from the Mayor and Finance Administration Committee.

The Council discussed:

- The reduction of transfers to street operations, street reserves and pavement restoration
- Additional Police Officer position; possible reduction in overtime being fully staffed.

The Council concurred to move forward with the budget recommendations as presented.

**6. COUNCIL COMMITTEE REPORTS**

- a. Councilmember Berry-Maraist reported on the Kitsap Regional Coordinating Council (KRCC) Transportation Policy Board discussion on the Belfair Bypass and recommended the Public Works committee review the route and where the proposed intersections would align.
- b. Councilmember Musgrove announced the Economic Development Committee meeting would be held on special date, December 11<sup>th</sup> at 5:00 PM.
- c. Finance/Administration Committee: Councilmember Stern reported on sales tax and real estate excise tax update.

Councilmember Stern also reported on his attendance at the Kitsap Regional Coordinating Council (KRCC) meeting with discussion on the Ad Hoc Organization Review Committee, which will be providing recommendations on the structure, short term/mid-term strategies and the mission of KRCC.

**7. DEPARTMENT HEAD COMMENTS**

- a. City Engineer Kasiniak reported the 6<sup>th</sup> Avenue project is substantially complete; the SR 305 lighting project will be completed in February; and the Engineering department

applied for a \$250,000 Department of Ecology grant to develop a Total Maximum Daily Load (TMDL) reduction plan.

- b. Police Chief Townsend announced the Police Department now can process Concealed Weapon Permits.

**8. CONTINUED COMMENTS FROM CITIZENS**

None.

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

- a. Councilmember Lord commented on an e-mail she received with traffic impact concerns due to development happening on Viking Avenue; and suggested the Council consider holding a community meeting to inform citizens about upcoming projects and address their concerns.
- b. Councilmember Berry-Maraist commented on the proposed Olympic College expansion in Bremerton and the potential for expansion at the Poulsbo campus. Berry-Maraist also commented her attendance at the Eco-system Coordination Board, of Puget Sound Partnership Board.

**10. ADJOURNMENT**

Move to adjourn at 8:59 PM.

ATTEST:

---

Rebecca Erickson, Mayor

---

Nicole Stephens, Interim City Clerk, CMC