

POULSBO CITY COUNCIL MEETING OF DECEMBER 18, 2013

MINUTES

PRESENT: Mayor Erickson, Henry, Lord, McGinty, Musgrove, Stern.

Absent/Excused: Berry-Maraist, Nystul.

Staff: Booher, Kasiniak, Stephens, Treacher

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements – November 2013
- * * * K-9 Program Donations
- * * * Minutes of November 13, 2013 City Council Meeting
- * * * Minutes of November 20, 2013 City Council Meeting
- * * * Budget Amendment, BA#13-0413 – Public Works Budgets
- * * * Budget Amendment, BA#13-0414 – Property and Excise Taxes
- * * * Budget Amendment, BA#13-0415 – Coffee Oasis
- * * * Ordinance No. 2013-18, 2014 Budget
- * * * 3rd Avenue/Central Business District Project
- * * * Decant Facility Grant
- * * * Stormwater Retrofit Project
- * * * City Clerk Council Confirmation

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

None.

3. MAYOR'S REPORT AND COUNCIL COMMENTS

Mayor Erickson stated the Council has been provided documents and information regarding a Option Agreement with the Port of Poulsbo and the request for appointment for the new City Clerk.

Motion: Move to authorize the Mayor to sign the Option Agreement with the Port of Poulsbo.

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

Motion passed unanimously.

Motion: Move to authorize Mayor Erickson to appoint Kylie Purves as City Clerk.

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

Motion passed unanimously.

- a. Mayor Erickson stated she would not be holding her Saturday hours due to the holidays.
- b. Councilmember Musgrove thanked Councilmember Lord and Mayor Erickson for the cookies and treats provided for tonight's concert.
- c. Councilmember Lord expressed it is honor to have the Bremerton Youth Symphony here for this special Council meeting.
- d. Mayor Erickson thanked Councilmember Lord for all the decorations and putting together the Symphony event this evening.
- a. Councilmember Stern announced the Chamber of Commerce will be holding their annual awards banquet on January 25th at Naval Base Kitsap.

4. CONSENT AGENDA

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

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

Motion passed unanimously.

The items listed are:

- a. Payable Disbursements – November 2013
- b. K-9 Program Donations
- c. Minutes of November 13, 2013 City Council Meeting
- d. Minutes of November 20, 2013 City Council Meeting
- e. Budget Amendment, BA#13-0413 – Public Works Budgets
- f. Budget Amendment, BA#13-0414 – Property and Excise Taxes
- g. Budget Amendment, BA#13-0415 – Coffee Oasis

5. BUSINESS AGENDA

a. Ordinance No. 2013-18, 2014 Budget

Motion: Move to approve Ordinance 2013-18, an ordinance of the City of Poulsbo, Washington, adopting the final budget of the City, for the fiscal year commencing January 1, 2014, and approving an ordinance summary for publication.

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

Motion passed unanimously.

b. 3rd Avenue/Central Business District Project

City Engineer Kasiniak presented the project scope, design and budget for the 3rd Avenue/Central Business District.

Motion: Move to approve the scope and budget for the 3rd Avenue/Central Business District project design task as presented by the City Engineer and authorize the Mayor to sign the task order on behalf of the City.

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

Motion passed unanimously.

c. Decant Facility Grant

City Engineer Kasiniak explained the need for a decant facility (solid and water catch basin), which would be built at the new public works yard in conjunction with a transfer station. The City received a grant from the Department of Ecology to design and build a decant facility.

Motion: Move to authorize the Mayor to sign the draft agreement between the City and the Department of Ecology as presented by the City Engineer.

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

Motion passed unanimously.

d. Stormwater Retrofit Project

City Engineer Kasiniak reported the City has received additional grant funding from the Department of Ecology for pre-design work on three potential stormwater retrofit projects. Note that this grant funding is reimbursed at 100%; there is no City match requirement for these tasks.

Motion: Move to approve the scope and budget with Parametrix for the pre-design report task as presented by the City Engineer and authorize the Mayor to sign the task order on behalf of the City.

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

Motion passed unanimously.

6. COUNCIL COMMITTEE REPORTS

- a. Councilmember Stern reported on the Agency Review Team for the Kitsap Regional Coordinating Council (KRCC), which will begin meeting bi-weekly; and the approach to determine function, form and cost of KRCC.

Stern also commented on his attendance at the Leadership Kitsap presentation at Watson Furniture, with Councilmember Lord and Musgrove.

- b. Mayor Erickson reported on her attendance at the Project Selection Committee for Puget Sound Regional Council.

7. DEPARTMENT HEAD COMMENTS

None

8. ADJOURNMENT

Motion: Move to adjourn at 7:35 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, Interim City Clerk, CMC