



POULSBO CITY COUNCIL MEETING OF AUGUST 6, 2014

MINUTES

PRESENT: Mayor Erickson; Councilmembers Henry, Lord, Musgrove, Nystul, Stern.

Absent: Berry-Maraist, McGinty.

Staff Present: Finance Director Booher, City Engineer Kasiniak, Parks & Recreation Director McCluskey, City Clerk Purves, IT Manager Stenstrom, Deputy City Clerk Stephens

MAJOR BUSINESS ITEMS

- * * * Minutes of June 11, 2014 City Council Meeting
- * * * Minutes of July 2, 2014 City Council Meeting
- * * * Budget Amendment, BA#14-0302 – 2014 Sailing Program
- * * * Budget Amendment, BA#14-0303 – Lodging Tax Award Funding
- * * * Budget Amendment, BA#14-0304 – Clerks Department Overtime Increase
- * * * Budget Amendment, BA#14-0305 – Stormwater Decant Facility and Solid Waste Transfer Station
- * * * Budget Amendment, BA#14-0306 – Weer Right-of-Way Purchase
- * * * Lindvig Bridge Inspection – Parametrix Task Authorization
- * * *
- * * * Resolution No. 2014-11, Designation of Official Newspaper
- * * * Interagency Agreement with the WA Department of Natural Resources
- * * * Marine Patrol Boat Motor Replacement
- * * * Project Acceptance/Contract Closure – SR305 Lighting Project
- * * * Stormwater Rate Study and Public Outreach Assistance
- * * * Stormwater Retrofits Design
- * * * Telecom Master Permit – Convergence Technologies, Inc.

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.AGENDA APPROVAL

Mayor Erickson requested the addition of the introduction of the new Police Dog, Roni and request from Bill Austin, under Mayors Report.

Motion: Move to approve the agenda as amended.

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

Motion passed unanimously.

3.COMMENTS FROM CITIZENS

Mayor Erickson asked for public comments; no comments were received.

4.MAYORS REPORT AND COUNCIL COMMENTS

a. Mayor Erickson introduced Officer Nick Hoke and the new Police dog, Roni. Police Chief explained how the dog will be utilized and noted the amount of donations received that will completely cover the expenses for dog and his continued care.

b. Bill Austin requested to add a pole near the driveway entrance to Martha & Mary off of Front Street. The pole will be used to hang the holiday decorations across Front Street. However Austin is requesting Council approval to move forward to work with Martha & Mary and apply for permits. Austin also presented ideas he has for an entrance/gateway into the City at an appropriate location in the City and his hope to improve the aesthetics of Lindvig Bridge.

Motion: Move to allow for volunteer labor and materials to erect the pole, in accordance with City codes and regulations.

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

Motion passed unanimously.

c. Councilmember Stern commented on the Law Enforcement Crisis Intervention Officer Program presentation that was held in the Council Chambers last Wednesday; expressing his full support of the program and need for mental health intervention.

d. Councilmember Musgrove spoke to the Poulsbo Street Dance that will be held Saturday, August 16th, in downtown.

e. Mayor Erickson announced several street projects will be going on over the next few weeks, with some street closures. Erickson also stated the draft Council Goals have been distributed to the Council and will be on the agenda for the next council meeting.

5. CONSENT AGENDA

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

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

Motion passed unanimously.

The items listed are:

a. Minutes of June 11, 2014 City Council Meeting

b. Minutes of July 2, 2014 City Council Meeting

c. Budget Amendment, BA#14-0302 – 2014 Sailing Program

d. Budget Amendment, BA#14-0303 – Lodging Tax Award Funding

e. Budget Amendment, BA#14-0304 – Clerks Department Overtime Increase

f. Budget Amendment, BA#14-0305 – Stormwater Decant Facility and Solid Waste Transfer Station

g. Budget Amendment, BA#14-0306 – Weer Right-of-Way Purchase

h. Lindvig Bridge Inspection – Parametrix Task Authorization

6. BUSINESS AGENDA

a. Resolution No. 2014-11, Designation of Official Newspaper

Finance Director Booher reported each year the City adopts a resolution declaring the Official Newspaper. An advertisement was placed and no bids were received. Price quotes were requested from the Kitsap Sun and the North Kitsap Herald for legal advertisements. The North Kitsap Herald stated they would honor last year's pricing for the upcoming year, the Kitsap Sun did provide current pricing for

advertisements on Fridays; however the Kitsap Suns quote was significantly higher than that of the North Kitsap Herald. The recommendation is continue with the North Kitsap Herald.

Motion: Move to adopt Resolution No. 2014-11, a resolution of the City Council of the City of Poulsbo, Washington, designating the North Kitsap Herald as the City's Official Newspaper for the term of August 1, 2014 through July 31, 2015.

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

Motion passed unanimously.

b.  Interagency Agreement with the WA Department of Natural Resources

Parks and Recreation Director McCluskey reported The Urban Forestry Restoration Project provides crews to local governments to conduct urban forest maintenance and restoration on public land. Poulsbo has submitted a project for work to be done at Poulsbo's Fish Park. The city will need to monitor the work for three years, and provide a maintenance/stewardship plan at the end of the project. Department of Natural Resources (DNR) has asked Poulsbo to be "home base" for the project sites, which in turn, gives Poulsbo an additional month of service from the crews. We will have them for a total of three months. No cash match is required; only the cost of materials such as new plants, which will be budgeted within the existing budget.

Motion: Move to approve the Interagency Agreement for an Urban Forestry Restoration Project with the Washington State Department of Natural Resources as presented, and authorize the Mayor to sign the agreement.

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

Motion passed unanimously.

c.  Marine Patrol Boat Motor Replacement

Police Chief Townsend reported the police boat motor has been nearing its lifespan. Recently while the boat was in use in Liberty Bay, the motor became

inoperable and had to be towed back to the marina. The motor has been repaired multiple times in an attempt to extend its life, however at this point the technicians have recommended replacement as the cost of repair would be well over what the motor was worth and not guarantee reliability. Funds to cover the cost of this motor exist in the dedicated marine patrol reserve. Part of the purpose of this reserve was to fund a new motor.

Motion: Move to authorize the Police Chief to purchase the new motor for the police boat for \$12,790.16 and approve the attached budget amendment authorizing the Finance Director to transfer dedicated marine patrol funds from marine patrol reserve to cover the cost.

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

d. ► Project Acceptance/Contract Closure – SR305 Lighting Project

City Engineer Kasiniak presented the scope of the project, original and actual contract price.

Motion: Move to accept the SR305 Lighting Project as complete and authorize release of the contract bond in accordance with state law and contract requirements. **Action:** Approve, **Moved by** Nystul, **Seconded by** Henry.
Motion passed unanimously.

e. ► Stormwater Rate Study and Public Outreach Assistance

City Engineer Kasiniak presented the study that was done for the new Department of Ecology (DOE) permit requirements. The Engineering Department recommends contracting with PACE Engineer for the Stormwater Rate Study and Public Outreach Assistance; and will be funded by the DOE retrofit grant.

Motion: Move to approve the Stormwater Management Program with PACE Engineers, Inc. as presented by the City Engineer, in the amount of \$22,500, and authorize the Mayor to sign the contract on behalf of the City.

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

f. ► Stormwater Retrofits Design

City Engineer Kasiniak reported on the City received a grant for the design of Stormwater Retrofits Designs, and the Engineering Department would like move forward the with the design of small Anderson Parkway, Deer Run, Viking Avenue Low Impact Development (LID) Retrofit.

Motion: Move to approve the Scope and Budget as presented by the City Engineer and authorize the Mayor to sign the Task Authorization on behalf of the City.

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

Motion passed unanimously.

g. ► Telecom Master Permit – Convergence Technologies, Inc.

City Engineer Kasiniak reported Convergence Technologies, Inc. has applied for a Master Permit to continue to provide high speed bandwidth ("Broadband Service") internet and transport telecommunications for businesses within the City of Pouslbo. These permits are issued for five years and can be extended for an additional five years. This particular Master Permit was issued in 2008 and expired in 2013, unbeknownst to the City; so the provider was operating without a Master Permit. As the permit has expired this cannot be a renewal, it must be treated as a new permit.

Motion: Move to approve the Convergence Technologies, Inc. Master Permit to provide high speed bandwidth ("Broadband Service") internet and transport telecommunications for businesses within the City of Pouslbo for a 5-year term as allowed by the Citys telecommunications ordinance, Ordinance No. 2001-21.

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

Motion passed unanimously.

7. ► COUNCIL COMMITTEE REPORTS

Finance/Administration Committee: Councilmember Stern reported he was selected as the Committee Chair; and review of the sales tax report, real estate excise tax report, 2nd Quarter Variance report; and the possibility of contracting

with the Kitsap Humane Society for pet licensing.

Public Works Committee: Councilmember Nystul reported he was selected as the new Committee Chair; the site visit to Mountain Aire by the committee; and discussion on water meter upgrades.

Nystul also reported the Lodging Tax Advisory Committee (LTAC) will be meeting in September to review applications received. Pursuant to RCW 67.28.1817(1) the Council must to review membership annually, if the Council wishes to make any changes to the membership, this must be addressed prior to the LTAC meeting.

Motion: Move to concur with the existing membership of the LTAC committee.

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

Motion passed unanimously.

Nystul also pointed out Resolution No. 2013-07 relating to the LTAC committee has a typo, in reference to numbering/lettering. City Clerk Purves stated the City Clerk has the authority to make changes, such as scriveners errors.

8.DEPARMENT HEAD COMMENTS

City Engineer Kasiniak reported he is working on a Street Repair and a Pavement Restoration Program, both will be coming forward as New Program Requests during the budget cycle; and he will be meeting with Kitsap County Superintendent to discuss street maintenance.

9. CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for public comments; no comments were received.

10.ADJOURNMENT

Motion: Move to adjourn at 8:23 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, Deputy City Clerk, CMC