



## **POULSBO CITY COUNCIL MEETING OF SEPTEMBER 3, 2014**

### **MINUTES**

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

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

### **MAJOR BUSINESS ITEMS**

- \* \* \* Minutes of August 13, 2014 City Council Meeting
- \* \* \* Minutes of August 20, 2014 City Council Meeting
- \* \* \* Budget Amendment/BA#14-0307, City Water Comprehensive Plan
- \* \* \* Budget Amendment/BA#14-0308, Liberty Bay TMDL Plan
- \* \* \* Budget Amendment/BA#14-0309, SCADA Network (Telemetry) Reliability Assessment
- \* \* \* Interlocal Agreement with North Kitsap School District for Security
- \* \* \* Civil Engineer Position Reinstatement
- \* \* \* City Clerk Reorganization
- \* \* \* Resolution No. 2014-\_\_, 2014 Salaries and Wages
- \* \* \* Ordinance No. 2014-\_\_, 2nd Quarter 2014 Budget Amendments
- \* \* \* Water Comprehensive Plan Update
- \* \* \* Telecom Master Permit for Kitsap Public Utility District (KPUD)
- \* \* \* Finn Hill Public Land Sale Revocation
- \* \* \* 2015 Council Goals

### **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**

Councilmember Stern explained the Finance/Administration Committee is recommending the City Clerk Reorganization be pulled for additional review and discussion. The committee had initial discussions and believes there are merits reviewing this in depth. The committee has also requested job descriptions and additional information for future discussion.

Councilmember Lord stated the committee is supportive of the idea; however additional information is needed before they can make a recommendation.

**Motion:** Move to approve the agenda as modified.

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

Motion passed unanimously.

## 3. ► **COMMENTS FROM CITIZENS**

Mayor Erickson requested comments from citizens; no comments received.

## 4. ► **MAYORS REPORT AND COUNCIL COMMENTS**

Councilmember Musgrove reminded the public the Farmers Market is open until December.

Mayor Erickson announced City Hall offices will be closed on Friday, September 5th from 12:00 PM to 1:00 PM for the Annual Employee Picnic.

Councilmember Nystul announced the Lodging Tax Advisory Committee is meeting this Tuesday, September 9, 2014, in the Court room.

## 5. ► **CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through f.

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

Motion passed unanimously.

The items listed are:

**a.** Minutes of August 13, 2014 City Council Meeting

- b. Minutes of August 20, 2014 City Council Meeting
- c. Budget Amendment/BA#14-0307, City Water Comprehensive Plan
- d. Budget Amendment/BA#14-0308, Liberty Bay TMDL Plan
- e. Budget Amendment/BA#14-0309, SCADA Network (Telemetry) Reliability Assessment
- f. Interlocal Agreement with North Kitsap School District for Security

## 6. BUSINESS AGENDA

### a. **Civil Engineer Position Reinstatement**

Human Resources Manager Kingery explained the request to reinstate the Civil Engineering position that was replaced with a Utility Planner position during the downsizing in 2010. The person filling the Utility Planner position moved back to the Planning Department thereby creating a vacancy, so this is a reclassification of an existing position, not an additional position.

**Motion:** Move to approve the reclassification of the Utility Planner position to a Civil Engineering position and placing the position on the management salary schedule. **Action:** Approve, **Moved by** Lord, **Seconded by** Henry.

Motion passed unanimously.

### b. **City Clerk Reorganization**

Item was removed until a later date.

### c. **Resolution No. 2014-12, 2014 Salaries and Wages**

Human Resources Manager Kingery stated the resolution before the Council includes both business agenda items of the Civil Engineer position and City Clerk Reorganization; however what would be approved tonight would just be the Civil Engineer change. The City Clerk reorganization will be brought back to the Council at a later date, with a separate resolution for changes to the Risk Manager and City Clerk positions.

**Motion:** Move to approve Resolution No. 2014-12, adopting the 2014 Salaries and Wage schedules, including the removal of the Utility Planner position from the range 37 and addition of the Civil Engineering position to range 13, effective September 1, 2014.

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

Motion passed unanimously.

#### **d. Ordinance No. 2014-14, 2nd Quarter 2014 Budget Amendments**

**Motion:** Move to adopt Ordinance 2014-14, an ordinance for the City of Poulsbo, Washington, amending the 2014 budget adopted by Ordinance No 2013-18 to revise the revenues to and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion passed unanimously.

#### **e. Water Comprehensive Plan Update**

City Engineer Kasiniak introduced Assistant City Engineer Diane Lenius and Public Works Foreman Keith Svarthumle. Kasiniak and Lenius presented the Draft Water System plan including system evaluation, water efficiency goals, and capital improvement plan to the city council.

Lenius also presented:

- Water System Plan requirements
- City's water system infrastructure
- Water system evaluation for the 20-year planning horizon
- Water Efficiency Goals as follows: 10% reduction in water use and 10% reduction in unaccounted for water
- Financial evaluation
- Review of connection fees and water rates compared to other cities
- Recommendations by consultants for one time rate increases, connection fees and increase in staff
- Next steps- Council and SEPA review, Adoption and approval process through Department of Health and Comprehensive Plan inclusion

Mayor Erickson requested public comments; no comments received.

**Motion:** Approve the draft water comprehensive plan as presented and authorize the Engineering Department to issue SEPA for public comments.

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

Motion passed unanimously.

**f.  Telecom Master Permit for Kitsap Public Utility District (KPUD)**

City Engineer Kasiniak reported KPUD has applied for a Master Permit to continue to provide wholesale telecommunications fiber optic cable throughout the City of Poulsbo. The backbone network installed under the 2002 Master Permit is a part of a larger county-wide network installed on existing Puget Sound Energy poles. The most recent permit with KPUD was approved in 2008 and has expired. This new permit will effectively renew the permit status for KPUD.

**Motion:** Move to approve KPUD Master permit for the installation and operation of fiber optics cables to provide wholesale telecommunications in the City of Poulsbo for a 5-year term as allowed by the City's telecommunications ordinance, Ordinance No. 2001-21.

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

Motion passed unanimously.

**g.  Finn Hill Public Land Sale Revocation**

City Engineer Kasiniak reported in May 2011 David Milne petitioned City Council to approve sale to him of a small remnant tax title parcel on Finn Hill Road. See 2011 original Agenda Summary for reference. Mr. Milne has not taken advantage of this offer of sale. On March 5, 2014 David Milne lost ownership of the small lot on Finn Hill road adjacent to this City Property that was approved for sale to Mr. Milne in 2011. This action was a forced sale resulting from delinquent debt of Mr. Milne. With no property interest in this vicinity it does not seem wise to continue to carry this City Council authorization for sale expressly to Mr. Milne. Additionally Mr. Milne has had over 3 years to act on this offer and has been reminded by staff without action on his part. City Attorney Jim Haney, has recommended that City Council direct staff to revoke this offer of sale to Mr. Milne. The current adjacent property owners may be interested in this purchase if the standing offer is revoked.

**Motion:** Move to revoke the offer of sale of Finn Hill City Land to David Milne, Bell Point LLC as previously approved May 4, 2011.

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

Motion passed unanimously.

**h.  2015 Council Goals**

Councilmember Berry-Maraist was concerned that the trails related goals were omitted from the goals presented. Councilmember McGinty stated the goal was recommended to go to committee to follow upon progress and help move it along, with trails going to the Public Works Committee.

**Motion:** Move to approve Council Goals for 2015 as presented.

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

Motion passed unanimously.

## 7. COUNCIL COMMITTEE REPORTS

Finance/Administration Committee: Councilmember Stern reported on review of the Executive and Debts budgets; and additional committee meeting will be scheduled to finish the review of the remaining budgets.

Economic Development Committee: The next committee meeting will be held September 24th in the Council Chambers where there will be presentations from the North Kitsap Tourism Consortium and other North End tourism organizations.

Stern also reported on the discussion with the Port of Poulsbo and with Planning Director Berezowsky on the intersection of Planning and Economic Development Committee, in regards to the upcoming Comprehensive Plan update.

Public Works Committee: Councilmember Nystul reported on review of the Planning Department budget; and noted the next committee meeting is the same night of the WCIA training.

## 8. DEPARTMENT HEAD COMMENTS

No comments.

## 9. CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson requested comments from citizens; no comments received.

## 10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Mayor Erickson complimented the Public Works staff on the 8th Avenue and Bond Avenue overlays, other road projects, and weeding on Viking Avenue and Noll Road.

11.  **ADJOURNMENT**

**Motion:** Move to adjourn at 8:50 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, Deputy City Clerk, CMC