



POULSBO CITY COUNCIL MEETING OF NOVEMBER 12, 2014

MINUTES

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

Staff: Court Administrator Baker, Planning Director Berezowsky, Finance Director Booher, City Engineer Kasiniak, HR Manager Kingery, Parks & Recreation Director McCluskey, Risk Manager Purves, IT Manager Stenstrom, City Clerk Stephens, Judge Tolman, Police Chief Townsend

MAJOR BUSINESS ITEMS

- * * * On-Call Professional Services Contracts
- * * * Continued Public Hearing: 2015 Budget
- * * * Departmental Budget Presentations

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Erickson called the meeting to order in the Council Chambers at 6:00 PM and led the Pledge of Allegiance.

2. **AGENDA APPROVAL**

Motion: Move to approve the agenda.

Action: Approve, **Moved by** Henry, **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. Councilmember Stern reported on his trip to the Euro Cities meeting in Germany, as a representative of Puget Sound Regional Council – Economic Development Committee.
- b. Councilmember Henry commented on his attendance at the Kitsap Transit Cross Sound Ferry presentation, with Councilmember Nystul.

5. **CONSENT AGENDA**

None.

6. **BUSINESS AGENDA**

a. **On-Call Professional Services Contracts**

Councilmember Nystul reported on the Public Works Committees recommendation of the approval of the professional services contracts.

City Engineer Kasiniak requested approval of on-call professional Services agreements with the following companies:

- Land Surveying - AES Consultants, Inc.; DC Surveying; MAP, Ltd.
- Geotechnical & Testing - Krazan & Associates, Inc.; Materials Testing & Consulting, Inc.; Landau Associates, Inc.
- Environmental & Planning - Grette Associates; RIDOLFI Inc.
- Engineering - Gray & Osborne, Inc.

The contracts will be for a two year period with an option for a one-year extension at the end of the two years. These consultants will be utilized for tasks related to CIP projects and other projects as needed. The City advertised locally for these contracts. A Specialty Consultant Selection Committee reviewed the short list and ranked each firm's qualifications and services. The City Engineer and other senior Engineering staff reviewed the summary results from the Consultant Selection

Committee and, based on the expected volume of work and anticipated projects, made the final selections.

Motion: Move to authorize the Mayor to sign on-call services contracts with the following consultants: AES Consultants, Inc.; DC Surveying; MAP, Ltd.; Krazan & Associates, Inc.; Materials Testing & Consulting, Inc.; Landau Associates, Inc.; Grette Associates; RIDOLFI Inc.; Gray & Osborne, Inc.

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

Motion passed unanimously.

Due to the Public Hearing being publically noticed to begin at 7:15 PM and the meeting beginning early, the Mayor stated the Budget Presentations will be held until the public hearing can be held.

b. Departmental Budget Presentations

Administrative Services

Mayor Erickson presented the 2014 accomplishments and 2015 goals for the Executive, Human Resources and Information Services departments.

City Clerk Stephens spoke to the reorganization of the City Clerks Department, the 2014 accomplishments and 2015 goals; and the baseline adjustment request of increased casual labor budget, now that the City Clerks Department only has two staff members.

Risk Manager Purves spoke to her 2014 accomplishments and 2015 goals.

Municipal Court

Judge Tolman reported the Municipal Court budget is the same, other than an increase in small tools to replace an updated copier/scanner. Tolman outlined the department accomplishments, noting the Court is now doing Passports.

Historical Downtown Poulsbo Association (HDP)

Tammy Mattson, HDPA President, outlined the 2014 highlights of the association and downtown merchants; and increased sales.

Planning

Planning Director Berezowsky presented the 2014 accomplishments, permit activity and revenue; 2015 goals and the department budget.

Police

Chief Townsend presented the 2015 Police Department budget including requests for additional Police vehicles, and a Police Officer position. Townsend spoke to several pilot programs that the Police Department is looking into, specifically with the Bremerton Police Department including evidence rooms/storage, Court security, prisoner transport, and electric home monitoring.

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c.  Continued Public Hearing: 2015 Budget

At 7:22 PM Mayor Erickson requested public comments.

- a. Edie Lau, resident of Poulsbo, commented on the Parks and Recreation budget reduction each year since 2010 and the Council is considering whether to make the reduction permanent. Realizing the money is tight, and there have been other needs and priorities in the past, however Lau urged the Council not to close their options for the years beyond. Citizens need places to recreate and reconnect with nature. Parks are not a luxury, but essential for our community health. Poulsbo has a beautiful collection of parks now, however the city is growing. Just this year a 30 acre track of dense forest was leveled for the construction of 145 houses on Noll Road; that's just one of multiple construction sites for residential and commercial development. Lau stated the more urbanized and populated the community becomes, the more important it is to preserve and enhance what open space remains.

b. Mary Carter, resident and member of the Parks and Recreation Commission, expressed concern that the Council is considering permanently cutting the transfer to Parks reserves. Since 2010 there has been \$200,000 that has been taken, that could have been used toward purchasing land, building trails and connecting Seattle to Olympic Peninsula. Carter stated it is distressing, the idea that in the decades to come, when the Growth Management area is filled out with houses and businesses, will there be any green space left? With all the houses that are being built, will they be able to walk through parks, play games in fields, or walk through old growth trees? Carter asked the Council to consider; when the decades have passed will their successors question "what were they thinking"? Carter asked the Council to consider not cutting back to the transfer of reserves to the Parks department.

c. ► Steve Calhoun, Parks and Recreation Commission, stated people move to Poulsbo for the quality of life and parks are part of that quality of life; people need and are looking for that experience. Calhoun stated to permanently cut the funding to the level it is now, is very short sided. The Council needs to look at the quality of life, look at why people are here (Poulsbo), and why people visit here and spend money here.

Motion: Move to continue the hearing to Wednesday, November 19, 2014, in the Poulsbo City Hall Council Chambers.

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

Motion passed unanimously.

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► **Parks and Recreation**

Parks and Recreation Director McCluskey presented the following budgets:

- Lodging Tax – The final recommendations will be presented December 3rd.

- Recreation - 2014 successes and programs, and baseline adjustment requests.
- Employee Wellness - Program purpose and highlights; no budget changes
- Urban Forestry – 2014 Program highlights
- Park Development - 2015 projects

McCluskey stated, as requested by Council, she reviewed what the impact would be if the Parks Reserves were permanently cut; the biggest impact being the ability to apply for grants and the future of parks.

Public Works -Engineering

City Engineer Kasiniak presented department budget and requests including:

- Public Works Administration
- Central Services (Building/Custodial Maintenance; Park Maintenance; Library; and Cemetery)
- Street Operations, Paths & Trails, Street Equipment, and
- Proprietary Funds (Water, sewer, garbage and storm drain).
- Engineering – projects accomplished and 2015 work plan

Kasiniak outlined the baseline adjustment and new program requests.

Finance Department

Finance Director Finance Booher presented 2014 accomplishments, 2015 goals, and the department budget including:

- Central Services - Central Administration, Data Processing, Small Tools, Risk Insurance
- Non-Departmental - Audit, Legal, Care and Custody of Prisoners, Misc
- Contracts and Transfers
- Special Revenue funds - Capital Improvement (REET), Transportation
- Development (Traffic Mitigation), Debt Service Funds Capital Equipment and Facilities Fund.

d. COUNCIL COMMITTEE REPORTS

- a.Finance/Administration Committee: Councilmember Stern reported the baseline adjustment and new program requests were reviewed and will be

presented to the Council at the next meeting.

b.Public Works Committee: Councilmember Nystul reported on the format for the upcoming rate increase public hearings, the Central Business District (3rd Avenue) project, and the condition of the rock wall on Front Street and Peterson Street.

c.Economic Development Committee: Councilmember Berry-Maraist reported the next committee meeting will be held next Monday, November 17th.

d.Community Services Committee: Councilmember Henry reported on the Viking Avenue Tree Lighting special event, fund transfer request for Fish Park, the Eagle Scout project at Raab Park is complete, and Kitsap Water Trail signs.

e.  DEPARTMENT HEAD COMMENTS

City Engineer Kasiniak stated the Lincoln Road project will begin paving next week, weather dependent.

f. CONTINUED COMMENTS FROM CITIZENS

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

g.  COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Nystul reported on his attendance at the Kitsap Transit Passenger Only Ferry meeting.

Councilmember Berry-Maraist reported on her attendance at the HDPa membership meeting and the PSRC Growth Management Policy Board.

Mayor Erickson reported on her attendance at the Veterans Day event at the fairgrounds, and announced Mark Abshire was selected as the new Executive Director of the Chamber of Commerce.

h. ► ADJOURNMENT

Motion: Move to adjourn at 9:47 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC