



POULSBO CITY COUNCIL MEETING OF FEBRUARY 4, 2015

MINUTES

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

Staff: Finance Director Booher, Assistant City Engineer Lenius, Parks & Recreation Director McCluskey, Risk Manager Purves, IT Manager Stenstrom, City Clerk Stephens

MAJOR BUSINESS ITEMS

- * * * Council Position No. 1 Swearing In – Kenneth Thomas
- * * * Minutes of January 7, 2015 City Council Meeting
- * * * Minutes of January 14, 2015 City Council Meeting
- * * * Minutes of January 21, 2015 City Council Meeting
- * * * Council Committee Discussion/Selection
- * * * Proposal Business Retention and Expansion (BRE) Project – J Harrison Solutions
- * * * Kitsap Countywide Multimodal Transportation Plan Phase 1 Plan & Policy Report – Heffron Transportation, Inc
Heffron Transportation, 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 announced the addition of business item 6d, Addendum to the Purchase and Sale Agreement for the old City Hall property.

Motion: Move to approve the agenda as amended.

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

3. ► COMMENTS FROM CITIZENS

Mayor Erickson asked for comments from citizens; no comments were received.

4. ► MAYORS REPORT AND COUNCIL COMMENTS

Council Position No. 1 Oath of Office - Councilmember Thomas: Mayor Erickson administered the Oath of Office to Kenneth Thomas, as Councilmember Position No. 1.

Councilmember McGinty and Lord welcomed Councilmember Thomas.

Mayor Erickson announced Kitsap Transit has added an additional bus route that loops Poulsbo. There will be no fare charge for the first month.

Councilmember Stern announced Western Washington University will be hosting a free public lecture tomorrow night, in the main auditorium at Olympic College.

5. ► CONSENT AGENDA

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

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

Motion passed unanimously.

The items listed are:

- a. Minutes of January 7, 2015 City Council Meeting
- b. Minutes of January 14, 2015 City Council Meeting
- c. Minutes of January 21, 2015 City Council Meeting

6. BUSINESS AGENDA

a. ► Council Committee Discussion/Selection

Mayor Erickson stated with the appointment of Councilmember Thomas filling the vacated Position No. 1, it is necessary for the Council to discuss Committee assignments.

Council concurred to the following committee assignments:

- Finance/Administration: Council members Musgrove, Stern and Thomas
- Public Works: Council members Lord, McGinty and Nystul
- Capital Improvements: Will not fill the Capital Improvements Committee seats due to the committee only meeting a few times per year. Instead the Mayor will survey the Council to determine who wants to attend the meeting, when needed.
- Community Services: Council members Lord, Henry and Thomas
- Public Safety/Legal: Council members Henry, McGinty and Thomas
- Economic Development: Council members Lord, Musgrove and Stern

b.  Proposal Business Retention and Expansion (BRE) Project – J Harrison Solutions

Mayor Erickson reported on a proposal to hire Jan Harrison on a 10-month contract to help as the Business Improvement Director and outlined the scope of the contract.

Councilmember Stern stated the Economic Development Committee reviewed the proposal and the funds would come from the savings from the Mayor negotiating property sales, foregoing a commercial broker. The funds would come from Revenue Stabilization.

Motion: Move to approve the scope and budget for the Business Retention and Expansion (BRE) project with JHarrison Solutions as presented and authorize the Mayor to sign on behalf of the City, after review and concurrence from City Legal staff.

Discussion: Councilmember Nystul recommended the contract be consistent with our professional services contract format, including insurance, termination terms and reporting language.

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

Motion passed unanimously.

c. ► Kitsap Countywide Multimodal Transportation Plan Phase 1 Plan & Policy Report – Heffron Transportation, Inc.

Jennifer Barnes, Heffron Transportation, Inc., presented the Executive Summary on the Kitsap Countywide Multimodal Transportation Plan, Phase 1. Barnes outlined the key findings in the review extensive review of local, regional, and statewide planning efforts that have been completed to date; and identified the following opportunities for development:

- Countywide Transportation Network
- Formalizing a Complete Street Programs
- Bicycle Facility Standards
- Countywide Freight Transportation Planning
- Local Transit Planning
- Passenger Ferry Planning
- Countywide Transportation System Performance Measures
- Project Programming for Countywide Funding

Barnes also explained the next steps would incorporate agency feedback and coordinate with agency staff (primarily through TransTac) to finalize Phase 2 work plan, then begin Phase 2 development of Kitsap County Multimodal Transportation Plan in 2015 and complete in 2016.

d. ► Third Addendum to the Commercial and Investment Real Estate Purchase and Sale Agreement- Old City Hall Property

Mayor Erickson presented the addendum for the Commercial and Investment Purchase and Sale agreement for the old city hall property. Councilmember Stern stated the Finance/Administration Committee reviewed the addendum, which extends the time for an additional 6 months and extends the time the earnest money would be collected by the City.

Motion: Move to approve the Addendum

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

Motion passed unanimously.

7. ► COUNCIL COMMITTEE REPORTS

Economic Development Committee: Councilmember Stern reported on the Mayors reorganization of the Planning/Building Department and Engineering Department;

with Planning being renamed the Planning and Economic Development Department, and the Building Department staff reporting to the Engineering Department. The Port of Poulsbo is moving forward with submitting a permit application for additional live aboards.

Finance/Administration Committee: Councilmember Stern stated the committee reviewed the proposed Agreement with Kitsap Humane Society taking pet licensing, proposal to bring Prosecutor Services in-house utilizing existing staff for the prosecutor (Risk Manager Purves) and administration support (Police Support Services Manager Howerton), terminating the County Prosecutors contractor. The part of the savings on the contract amount would be used for an SRO proposal. Stern additionally reported on the Sales Tax Report, and transfer pet licensing to the Kitsap Humane Society.

Public Works Committee: Councilmember McGinty reported on a presentation on new meter reading equipment that is being considered.

8. ► DEPARMENT HEAD COMMENTS

None.

9. ► CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for comments from citizens; no comments were received.

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Stern reported on the Kitsap Regional Coordinating Council meeting, noting the meetings are now held on the 1st Wednesday of the month; KRCC is moving to bring in-house staff, as opposed to a consultant; a budget shortfall of approximately \$12,000 with the Affordable Housing Program, that amount will be spread among the members of the council; and the 2015 is already inadequate to get through December 2015.

11. ► ADJOURNMENT

Motion: Move to adjourn at 8:49 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC