

POULSBO CITY COUNCIL MEETING OF MAY 20, 2015

MINUTES

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

Excused: Musgrove.

Staff: Finance Director Booher, City Engineer Kasiniak, Parks & Recreation Director McCluskey, Risk Manager Purves, Senior IT Technician Williamson, City Clerk Stephens

MAJOR BUSINESS ITEMS

- * * * Minutes of April 15, 2015 City Council Meeting
- * * * Minutes of May 6, 2015 City Council Meeting
- * * * Interlocal Agreement – Kitsap County Public Works Reimbursable Work
- * * * April 2015 Payable Disbursements
- * * * Authorize Disposal of Surplus Goods
- * * * 2015 Comprehensive Plan Amendments Adoption
 - Ordinance No. 2015-10, Adopting the 2015 Comprehensive Plan Amendments
 - Resolution No. 2015-07, Change in the Shoreline Designation at 20563 Bond Rd. (CPA 2015-02)
- * * * Proposed Interlocal Agreement with Port of Poulsbo
- * * * Special Events Approval - Jewel Box Theater- Taming of the Shrew, Memorial Day Ceremony and Step Up & Step Out
- * * * Ordinance No. 2015-11, Poulsbo Municipal Code 15.04 Revisions
- * * * Contract for Infiltration and Inflow Study - RH2 Engineering

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**

Motion: Move to approve the agenda.

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

Motion passed unanimously.

3. ► **COMMENTS FROM CITIZENS**

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

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

Councilmember Lord commented on the success of Viking Fest.

Mayor Erickson thanked Kathi Forsee and Tony Smallback for their hard work organizing Viking Fest.

Councilmember Stern commented on the success of Viking Fest and the inaugural Viking Tour bicycle event; and the new West Sound Coder Dojo being offered by West Sound Technologies.

Kitsap Economic Development Alliance (KEDA) Quarterly Report – Kathy Cocus, KEDA, provided an overview of the KEDA 2015 1st Quarter Report including business retention, expansion and attraction; social media marketing efforts; and joint efforts with Jan Harrison.

5. **CONSENT AGENDA**

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

The items listed are:

- a. Minutes of April 15, 2015 City Council Meeting
- b. Minutes of May 6, 2015 City Council Meeting
- c. Interlocal Agreement – Kitsap County Public Works Reimbursable Work
- d. April 2015 Payable Disbursements for the period of April 1 through April 30, 2015, in the amount of \$2,708,942.17 to include Accounts Payable Check Numbers 10027432 through 10027691, Accounts Payable Voucher Numbers V9000095 through V9000119, Payroll Check Numbers 30025624 through 30025853 and Electronic Disbursement Numbers 25-0018 through 25-0026.

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

6. BUSINESS AGENDA

a. **Authorize Disposal of Surplus Goods**

Finance Director Booher explained the Finance Department has compiled a list of items deemed as surplus by City Departments. These items will be surplus via PublicSurplus.com, with the exception of the sailboats which will be transferred to the Port of Kingston under an agreement that will be brought forward.

Motion: Move to approve the disposal of the attached surplus listing in accordance with the City of Poulsbo Ordinance No. 94-08.

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

b. **2015 Comprehensive Plan Amendments Adoption**

Associate Planner Boughton reported the City Council held a public hearing on April 8, 2015 on the proposed comprehensive plan amendments, and after considering the information received, voted to accept the Planning Commission recommendation and approve the proposed amendments.

Boughton further explained, application CPA 2015-02 involves the changing a shoreline designation for property located at 20563 Bond Road from Shoreline Residential-1 and -2 to Natural, and must therefore be approved by the Department of Ecology (DOE) prior to final adoption by the City Council. The proper procedure for this is for the City Council to adopt a resolution announcing its intent to adopt the amendment to the shoreline master program map, and forward the resolution and approved amendment to DOE for its final approval. Once the City receives approval from DOE, an adopting ordinance will be brought back before the City Council for final action and adoption.

Motion: Move to approve Ordinance, No 2015-10, an ordinance of the City of Poulsbo, Washington, adopting the 2015 comprehensive plan amendments:

redesignating and rezoning certain land located at 20783 Bond Road from Residential Medium to Park (CPA 2015-01); amending Table CFP-4 (the six year capital improvement projects) to reflect projects listed in the City Budget 2015-2020 Capital Improvement Plan (CPA 2015-03); amending Table CFP-3 and Section 12.10 Parks by adding new park projects to the twenty-year project list (CPA 2015-04); amending section 12.6 Water System in order to replace the 2007 water system plan in Appendix B-1 in its entirety with the 2014 water system plan (CPA 2015-05); providing for severability and establishing an effective date.

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

Motion passed unanimously.

Motion: Move to approve Resolution No. 2015-07, a resolution of the City of Poulsbo, Washington, providing for the initial approval of a change in the shoreline designation of 2.69 acres of land located at 20653 Bond Road from Shoreline Residential -1 and -2 to Natural and providing for the amendment of Figure NE-6 in the Poulsbo Comprehensive Plan and the City's Shoreline Master Program maps to reflect the change (CPA 2015-02).

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

Motion passed unanimously.

c.  Proposed Interlocal Agreement with Port of Poulsbo

Mayor Erickson/Association Planner Boughton explained The Port of Poulsbo is proposing to increase the approved number of liveaboard tenants at the marina from 12 to 25. The City Council discussed this proposal at a workshop on September 10, 2014. It was agreed that the Port would enter into an agreement with the City regarding parking for liveaboards and how it would be enforced, as an initial step toward a shoreline conditional use permit approval (SCUP) for the liveaboard increase. The Port has prepared an Interlocal Agreement (ILA) to address this requirement, which has been reviewed by Planning Department staff and the City Attorney. After approval of the ILA, the next step for the Port will be to apply for the SCUP.

Motion: Move to approve the Interlocal Agreement with the Port of Poulsbo regarding parking enforcement for Port liveboards.

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

Motion passed unanimously.

d.  **Special Events Approval: Jewel Box Theater- Taming of the Shrew, Memorial Day Ceremony and Step Up & Step Out**

Motion: Move to approve the Jewel Box Theater's - Taming of the Shrew, Special Event Permit as presented.

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

Motion passed unanimously.

Motion: Move to approve the NK Post #2463 Veterans of Foreign War Special Event Permit as presented.

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

Motion passed unanimously.

Motion: Move to approve the Step Up & Step Out Special Event Permit as presented.

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

Motion passed unanimously.

e.  **Ordinance No. 2015-11, Poulsbo Municipal Code 15.04 Revisions**

Assistant City Engineer Lenius presented updated language to the PMC regarding the Registered Plan Program. The intent of the Registered Plan Program is to allow contractors to obtain a "registered plan approval" and resubmit the same plan for multiple houses. The current fee structure does not fully support the effort expended on the program therefore staff recommends an adjustment to the fee structure to adequately cover cost and effort.

Lenius further explained the modifications were presented to the Public Works Committee and they requested eligibility requirements to limit the use of the program to public agencies or nonprofit organizations that are developing low income housing. This coincides with the City's comprehensive plans goals that support and encourage affordable housing within the City.

Motion: Move to approve Ordinance 2015-11, an ordinance of the city of Poulsbo, Washington relating to permit fees, plan review fees, and inspection fees; amending section 15.04.035 entitled "fee schedule – building code" in order to provide eligibility requirements for the registered plan program and in order to amend the plan review fee structure for the registered plan program; providing for severability and establishing an effective date.

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

Motion passed unanimously.

f. ► Contract for Infiltration and Inflow Study - RH2 Engineering

City Engineer Kasiniak reported a competitive solicitation and selection process was completed in April to select a consultant for infiltration and inflow study and support work. RH2 Engineering was selected for the project and the selection was approved by Council on April 15, 2015. The Engineering Department has negotiated an agreement with RH2 for an Infiltration and Inflow Study, as the initial phase of the project.

Motion: Move to approve the contract with RH2 Engineering for infiltration and inflow study services as presented for \$21,685 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

7. ► COUNCIL COMMITTEE REPORTS

Finance/Administration Committee: Councilmember Stern reported the city staff met with the State Auditors for the entrance conference; review of the monthly sales tax and 4th quarter variance report; bond underwriter agreement update; upcoming

official newspaper bid; and monthly building permit revenue, presented by Councilmember Nystul.

8. ► DEPARTMENT HEAD COMMENTS

Finance Director Booher reported the Finance Dept will be going live next week with on-line utility account viewing and payments.

City Engineer Kasiniak reported the 6th and 9th Avenue pump station project began this week.

9. ► CONTINUED COMMENTS FROM CITIZENS

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

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Mayor Erickson and Councilmember Stern spoke to the City of Bremerton withdrawing from the Kitsap Regional Coordinating.

11. ADJOURNMENT

Motion: Move to adjourn at 8:40 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC