

## **POULSBO CITY COUNCIL MEETING OF JULY 15, 2015**

### **MINUTES**

**PRESENT:** Mayor Erickson; Council members Henry, Lord, McGinty, Musgrove, Nystul, Stern, Thomas.

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

### **MAJOR BUSINESS ITEMS**

- \* \* \* Minutes of June 17, 2015 City Council Meeting
- \* \* \* Minutes of July 1, 2015 City Council Meeting
- \* \* \* Budget Amendment/BA#15-0304, In-house Prosecution Expenditures
- \* \* \* Budget Amendment/BA#15-0305, SRO Agreement
- \* \* \* Budget Amendment/BA#15-0306, Building Inspector Position
- \* \* \* Budget Amendment/BA#15-0307, Planning/Engineering Re-organization
- \* \* \* Budget Amendment/BA#15-0308, 2015 Wages and Benefit Changes
- \* \* \* Special Event: Tour de Kitsap
- \* \* \* Resolution No. 2015-10, Award Official Newspaper
- \* \* \* Summerset Division 1 Final Plat
- \* \* \* Matson Street Paving
- \* \* \* Telemetry Equipment Upgrades
- \* \* \* Wave Cable Night Work Request
- \* \* \* Liberty Bay Pumpstation and Village Pumpstation Upgrades Design Contracts
- \* \* \* Noll Road Improvements Design Contract

#### **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 stated the Award of the Official Newspaper has been added to the agenda and would be the first business item.

**Motion:** Move to approve the agenda, as amended.

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

Motion passed unanimously.

### 3. ► **COMMENTS FROM CITIZENS**

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

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

Councilmember Nystul commented on his attendance at the City of Bellevue Zip Line.

Mayor Erickson commented on the success of the PetsWalk event this last weekend.

### 5. ► **CONSENT AGENDA**

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

The items listed are:

- a.Minutes of June 17, 2015 City Council Meeting
- b.Minutes of July 1, 2015 City Council Meeting
- c.Budget Amendment/BA#15-0304, In-house Prosecution Expenditures
- d.Budget Amendment/BA#15-0305, SRO Agreement
- e.Budget Amendment/BA#15-0306, Building Inspector Position
- f.Budget Amendment/BA#15-0307, Planning/Engineering Re-organization
- g.Budget Amendment/BA#15-0308, 2015 Wages and Benefit Changes

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

Motion passed unanimously.

### 6. **BUSINESS AGENDA**

#### a. ► **Resolution No. 2015-10, Award Official Newspaper**

Finance Director Booher explained each year the City adopts a resolution declaring the Official Newspaper. The bid has been awarded to the North Kitsap Herald for

the term of August 1, 2015 through July 31, 2016.

**Motion:** Move to adopt Resolution No. 2015-10, 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, 2015 through July 31, 2016.

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

**b.  Special Event: Tour de Kitsap**

Parks and Recreation Director reported The West Sound Cycling Club is requesting a special event permit for a bicycle ride that begins in Silverdale, on Sunday, July 26th. They are requesting to use Waterfront Park to set up tables and supply cyclists with food and water as they ride through Poulsbo.

**Motion:** Move to approve the Tour de Kitsap Special Event Permit as presented.

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

**c.  Summerset Division 1 Final Plat**

Councilmember Stern stated he would be recusing himself from the discussion and decision, due to a business relation with David Smith, Central Highlands.

Senior Engineering Technician Hulst outlined the location of the Summerset Planned U Development (PUD), project scope and final plat drawing. The infrastructure for the plat of Summerset Division 1 has been completed to the satisfaction of the Engineering, Planning, and Public Works Departments with the exception of the street lights and a pedestrian curb ramp adjacent to lot 85 that is out of compliance with standards.

Hulst stated Summerset PUD Division 1 proposed for final plat conforms to all the terms of preliminary plat approval as you have seen addressed in the staff report. Given that the Summerset PUD Division 1 satisfies the terms of preliminary approval and conforms with State law and Chapter 17.12 of the Poulsbo Municipal Code, the City Engineer respectfully recommends that City Council approves Summerset PUD Division 1 final plat with the understanding that no certificates of occupancy will be issued until all of the required streetlights have been installed by Puget Sound Energy and the pedestrian curb ramp is in compliance with current

standards to the satisfaction of the Engineering Department.

▶ **Motion:** Move to approval the final plat PUD,  
**Action:** Approve, **Moved by** McGinty, **Seconded by** Lord.  
Motion passed unanimously.

**d. ▶ Matson Street Paving**

Lund presented the current sewer pipe issues happening on Matson Street and the Matson Street paving project. The Engineering Department held a public meeting with residents of Matson Street for Tuesday, July 14th, to discuss repaving the entire roadway after current sewer lateral repairs are completed and outlined the budget for the project. A majority of the citizens who attended the community meeting just wanted the street repaired, and opposed to the proposal of adding landscaping and planter areas in the 15 foot wide outer sections of the roadway.

**Motion:** Move to approve the budget amendment to transfer \$35,000 from the water utility reserves and \$95,000 from the sewer utility reserves to the 6th and 9th Avenue Pump Station Project to cover the costs of the sewer repairs and additional paving on Matson.

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

**e. ▶ Resolution No. 2015-11, Telemetry Equipment Upgrades**

Public Works Foreman Svarthmule present the recommendation to move forward with the purchase and installation of replacement telemetry equipment in a phased approach with Phase I (replacing the Master Telemetry Unit) taking place in 2015 and Phase II (replacing the 17 Remote Telemetry Units) in 2016. The current Master Telemetry Unit is at maximum life and critically outdated. The recommendation of replacing the MTU right away and adding the replacement of the RTUs to the next years (Comp Plan?) ▶ was presented to and approved by the Public Works Committee, on 6/24/2015.

**Motion:** Move to authorize the sole source purchase and installation of telemetry equipment to replace the existing obsolete equipment as identified in phase 1 approach, as presented by staff.

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

**Motion:** Move to approve and adopt Resolution No. 2015-11.

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

**f. ► Wave Cable Night Work Request**

Engineering Technician Charlie Roberts reported staff has been working with Wave Cable (Astound) in their aerial cable installation through town. Engineering is requiring night work in the busiest intersections to minimize traffic impacts during the day. Wave Cable is also requesting permission to have the option of doing night work on Front Street between Lindvig/Bond and intersection in downtown.

**Motion:** Move to approve night time construction as presented for the installation of aerial cable at the intersections of Viking/Lindvig, Lindvig/Bond/Front, and Front/Jensen/Moe and along Front Street as requested by Wave Cable (Astound).

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

**g. ► Liberty Bay Pumpstation and Village Pumpstation Upgrades Design Contracts**

Assistant City Engineer Lenius explained a competitive solicitation and selection process was completed in April to select a consultant to provide design services for the Liberty Bay Pump Station Upgrades and the Village Pump Station Upgrades. CHS Engineers, LLC was selected for both projects and the selection was approved by Council on April 15th.

Lenius presented the contract, scope, and budget for both projects. The work under each contract will proceed concurrently, leading to the development of one integrated construction contract, with construction schedules identifying the respective work at each pump station

**Motion:** Move to approve the contract with CHS Engineers, LLC for design services for the Liberty Bay Pump Station Upgrades project as presented in the amount of

\$68,000 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

**Motion:** Move to approve the contract with CHS Engineers, LLC for design services for the Village Pump Station Upgrades project as presented in the amount of 77,000 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

#### **h. Noll Road Improvements Design Contract**

Mayor Erickson announced she will be recused herself from discussion and decisions on the item due to her home being location on Noll Rd.

Assistant City Engineer Lenius will present a draft agreement with Parametrix for design of the Noll Road Improvements project and provide an update on the schedule and progression of the project.

Parametrix was selected through a competitive process as the design consultant for the project. Council gave their authorization on 04/15/2015 to negotiate a contract.

The proposed scope includes an estimate for Final Design Phase 2 & 3 but this portion of the scope will be authorized at a later date. The contract presented for approval is for Preliminary Design and Final Design - Phase 1 only, for a total amount of \$647,000

**Motion:** Move to approve the agreement with Parametrix for design services for the Noll Road Improvements Phase III project as presented for Preliminary Design and for Final Design - Phase I, for a total amount of \$647,000, and authorize the Mayor Pro-Tem to sign on behalf of the City.

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

Motion passed unanimously.

### **7. COUNCIL COMMITTEE REPORTS**

Community Services Committee: Councilmember Lord reported on presentation by the American Legion Post 191, to convert the roof of the bathroom at American Legion Park into a plaza for memorial bricks; a presentation from the HDPa and Poulsbo Art Alliance to install a public art piece at the Waterfront Park, 100% funded by the HDPa and Poulsbo Art Alliance reserves.

Finance/Administration Committee: Councilmember Thomas reported on a presentation by Piper Jaffray regarding two bond issues that is proposed to be refinanced; and report on Retirement Audit.

Public Safety/Legal: Councilmember McGinty reported on increase in the minimum fines, the PD is researching new portable tablets, updates on the Fireworks Ordinance, and updated that are needed in the Poulsbo Municipal Code.

## **8. DEPARTMENT HEAD COMMENTS**

None.

## **9. ► CONTINUED COMMENTS FROM CITIZENS**

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

## **10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS**

Councilmember Lord encouraged the Council to come up with policy on fireworks that addresses safety in emergency situation and possibly reducing the days allowed.

Councilmember Thomas commented on his attendance at the downtown Poulsbo Art Walk.

Mayor Erickson commented on a letter in NKH from Paul Tweeten, that were not accurate; and a comment the City did not respond to a complaint, which is not accurate.

Councilmember Stern requested to have an agenda item in the near future regarding the UGA and a better understanding of UGA swaps.

## 11.ADJOURNMENT

**Motion:** Move to adjourn at 9:07 PM.

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

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC