

POULSBO CITY COUNCIL MEETING OF OCTOBER 21, 2015

MINUTES

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

Staff: Finance Director Booher, Office Clerk II Diehl, City Engineer Kasiniak, Assistant Public Works Superintendant Lund, Parks & Recreation Director McCluskey, Accounting Technician Roberts, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for August 2015
- * * * Payable Disbursements for September 2015
- * * * Capital Improvement Plan Presentation
- * * * Contract to Update Stormwater Management Plan – Parametrix
- * * * ~~Noll Road Project Update~~

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 business item c, Noll Road Project Update, will be removed from the agenda until a later date.

Motion: Move to approve the agenda as amended.

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

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 reported on:

- The Demise of the Singing Canary an upcoming event from the Bremerton Symphony on October 24th & 25th.
- Operation Day of Hope event sponsored by Gateway Church on October 17th.

Lord mentioned emails she received from:

- Emma Stone, a 12 year old, looking to complete a Community Services Project.
- Puget Sound Energy on reporting power outages in the upcoming storm season.

Councilmember Thomas reported on the Lutefisk Dinner he attended at the Sons of Norway and presentation given Pacific Sami Group on October 18th.

Mayor Erickson reported on:

- Pacific Sami Group Presentation on October 18th.
- Daffodil Day on November 7th.
- Salmon Viewing Day at Fish Park on November 7th.
- Affordable Housing Community Meeting.
- Operation Day of Hope on October 17th.

Councilmember Stern reported on the Affordable Housing Community Meeting and Lumithera Inaugural Symposium he attended.

Councilmember Musgrove reported on the Comprehensive Plan Workshop and the Downtown Trick or Treat Event.

5. ► **CONSENT AGENDA**

The items listed are:

- a. Payable Disbursements for August 1 through August 31, 2015, in the amount of \$2,968,245.75 to include Accounts Payable Check Numbers 10028356 through 10028537, Accounts Payable Voucher Numbers V9000181 through V9000202, Payroll Check Numbers 30026657 through 30026917 and Electronic Disbursement Numbers 25-0058 through 25-0064.

b. Payable Disbursements for September 1 through September 30, 2015, in the amount of \$2,437,398.95 to include Accounts Payable Check Numbers 10028538 through 10028784, Accounts Payable Voucher Numbers V9000203 through V9000229, Payroll Check Numbers 30026918 through 30027161 and Electronic

Disbursement Numbers 25-0065 through 25-0071.

Motion: Move to approve Consent Agenda items a and b.

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

Motion passed unanimously.

6. BUSINESS AGENDA

a. Capital Improvement Plan (CIP) Presentation

Finance Director Booher presented an overview of the 2016 CIP and the type of projects included in the CIP. Booher explained how the complete CIP usually appears in the Preliminary Budget and what is being presented is a summary of projects and the detail sheet will appear in the preliminary budget.

Stern stated past practice had this information going to the CIP Committee made up of council committee chairs but is now is given to council as a whole. Stern questioned if council will be able to weigh in and interact on the items presented.

Booher explained how these numbers are built into the budget and she is looking for councils help to prioritize the projects for future years. Booher noted the Comprehensive plan is a 20 year plan and the CIP has to have reasonably assured funding which can be accomplished by applying for grants. Booher stated the CIP includes projects: \$15,000 or greater, non-reoccurring in nature, and have an extended life of more than 10 years. Booher noted there are two different funding sources: General Purpose Projects, Park Projects, & Transportation are governmental funded and Enterprise/Utility Projects are funded by rate payers.

City Engineer Kasiniak reported on the projects appearing on the CIP under General Purpose Capital Improvements, including:

- Public Works Complex Relocation

- Library Roof Replacement

Parks and Recreation Director McCluskey reviewed the progress of 2015 park projects and 2016 Projects, including:

- Poulsbos Fish Park
- Morrow Manor
- Vista Park & Trail
- Muriel Iverson Williams Restrooms
- Recreation Center HVAC System
- Centennial Park Master Plan
- Trails Projects: 7th to 4th Avenues and Caldart Avenue to 10th Avenue
- Poulsbo Pump Track (Little Valley Ballfield)
- Park Recreation & Open Space Update

City Engineer Kasiniak reviewed the 2015 Transportation Projects accomplishments and the 2016 project goals, including:

- 3rd Avenue/Central Business District Stormwater Retrofit
- Noll Road Improvements
- Finn Hill Reconstruction & Design
- Local Neighborhood Streets Maintenance Program
- Noll Road Improvements Phase III
- City Wide Pavement Restoration
- Liberty Bay Waterfront Trail

City Engineer Kasiniak reported on the following projected 2016 Sewer Projects:

- Annual Inflow Reduction Program
- Poulsbo Village Pump Station
- Harrison Force Main Replacement
- Capital Facility Charges Kitsap County Plant
- Kitsap County Sewer Plant Updates Phase 1
- Telemetry System
- Liberty Bay Pump Station

City Engineer Kasiniak reported on the following projected 2016 Water Projects:

- Hostmark Transmission Main
- Hostmark Distribution Main Replacement
- Raab Park Water Tank Replacement
- Fjord Main Street Replacement

- Telemetry System
- Noll Rd Water Improvements
- Viking Avenue PRV
- Pugh/Lincoln Well #2 Treatment Facility

City Engineer Kasiniak reported on the following projected 2016 Storm Drain Projects:

- Dogfish Restoration
- Noll Road Culvert Replacement/Bjorgen Creek Culvert
- Viking Avenue Storm Drain
- Small Anderson Parkway Retrofit
- Fjord Drive Stormwater Quality Treatment Improvements
- Fjord Storm Drain Project
- Poulsbo Creek Outfall

Motion: Move to approve the 2016 City Improvement Plan projects as amended, in regards to the Ridgewood Storm Drain Project & the Neighborhood Maintenance Program, and request the Mayor to direct staff to include these capital projects and the associated operating costs, in their 2016 budget submissions.

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

Motion passed unanimously.

b.  Contract to Update Stormwater Management Plan - Parametrix

City Engineer Kasiniak reported the City's Stormwater Management Plan (SWMP) is a required functional plan of the City's Comprehensive Plan. The SWMP was last updated in 2008 and must be updated every 6 years.

Kasiniak presented the scope and budget for Parametrix to update the SWMP. The SWMP update will be coordinated with the Liberty Bay TMDL Implementation Plan currently in process with Parametrix. This helps offset the cost for the SWMP update. The update will also incorporate work performed by the City in the 2014 Stormwater Gap Analysis.

The City's budget for the update is \$30,000. The proposed budget is \$34,000; therefore a budget amendment will follow.

Motion: Move to approve the contract with Parametrix to update the Stormwater Management Plan as presented in the amount of \$34,000 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

c.Noll Road Project Update

Removed from the agenda

7. ► COUNCIL COMMITTEE REPORTS

Public Safety/Legal Committee Meeting: Councilmember Thomas reported on the Supreme Court ruling on Discretionary Court Fees; Habitual Parking Violators in Anderson Parkway; Fireworks Ordinance in the case of extreme fire danger; Animal Control Ordinance for pets in vehicles; and Gross Misdemeanor Maximum Sentences.

Finance/Administration Committee: Councilmember Thomas reported they are still reviewing the budget process.

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 Musgrove suggested when committee type discussions which involve council as a whole, a Workshop and or Roundtable type meeting take place instead of a regular council meeting.

11. ► ADJOURNMENT

Motion: Move to adjourn at 9:14 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, City Clerk, CMC

Respectfully prepared and submitted by Kati Diehl