

POULSBO CITY COUNCIL MEETING OF NOVEMBER 18, 2015

MINUTES

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

Staff: Associate Planner Berghoff, Finance Director Booher, Office Clerk II Diehl, Senior Engineering Tech Hulst, City Engineer Kasiniak, Assistant Public Works Superintendant Lund, Parks & Recreation Director McCluskey, City Prosecutor/Risk Manager Purves, Police Chief Townsend, IT Senior Technician Williamson.

ABSENT: Councilmember Nystul.

MAJOR BUSINESS ITEMS

- * * * Budget Amendment, BA15-0406, Stormwater Management Plan
- * * * Budget Amendment, BA15-0407, Bond/Front/Lindvig Intersection
- * * * Budget Amendment, BA15-0408, Klingle/Marine Science Center Property
- * * * Budget Amendment, BA15-0409, Tree Removal
- * * * Continued Public Hearing: 2016 Budget
- * * * Ordinance No. 2015-__ & Resolution No. 2015-__, Police Fees
- * * * Special Event: Viking Avenue Tree Lighting
- * * * Art Donation for Display in Public Place Acceptance Agreement
- * * * Mountain Aire PRD Division I Final Plat
- * * * Lincoln Road Improvements Project Acceptance
- * * * Authorize Disposal of Surplus Goods
- * * * Ordinance No. 2015-__, 3rd Quarter 2015 Budget Amendments
- * * * Baseline Adjustments and New Program Requests

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**

Gene Bullock, Kitsap Audubon Society, gave an update on the osprey at Strawberry Field. He reported the osprey have taken to the new nest platform which was created for their safety. He wished a special thanks to Jim Kaiser who designed and installed the excluders on the light poles to keep the birds from rebuilding their nest there.

Dr. Nella Lee, resident of 4th Avenue, stated she presented a petition on October 7, 2015 to the city council regarding the traffic problems on 4th Avenue. She question why the meeting regarding the 4th Avenue traffic problems did not take place on first week in November as stated in an email she received from the city. She stated she hopes a meeting can be arranged soon to go over the suggestions and solutions for the traffic problems on 4th Avenue.

Missy Sewell, resident of 4th Avenue, mentioned in 1984 they used Strawberry Field to park 648 RVs for the State Square Dance Festival. She also commented on the 4th Avenue traffic problems warning the council of a potential lawsuit from a lady who tripped on a broken sidewalk. Mayor Erickson explained that the traffic data had been collected and the City is in the analysis stage. City Engineer Kasiniak added that the data was collected and is scheduled to be discussed at the next Public Works Committee Meeting on November 23rd at 5pm.

4. **MAYORS REPORT AND COUNCIL COMMENTS**

Councilmember Musgrove wished everyone Happy Thanksgiving & special thanks to Bill Austin for the lights downtown.

Councilmember Thomas stated the Finance/Administration Committee is reviewing a request for speed signs for 4th Avenue and are working on getting cost estimates. Thomas reported the Finance/Administration Committee recommended approval of Authorization of Disposal of Surplus Goods which appears on this meetings agenda.

Councilmember Stern commented on the Route 44 Bus article in newspaper and proposed an all day transfer slips for riders to promote usage of the bus. Stern encouraged his fellow councilmembers to attend the Western Washington University Presidents Reception on November 23rd at 5pm at Olympic College.

Councilmember Lord reported the Public Works Committee recommended approval of the Lincoln Road Improvements which appears on this meetings agenda. Lord mentioned the Bremerton Youth Symphony Event on November 22nd at 4pm in Bremerton and they will also be performing for the council on December 16th.

Councilmember Henry reported the Community Services Committee recommended approval on the Viking Avenue Tree Lighting Special Event and the Art Donation for Display in a Public Place Agreement which appears on this meetings agenda.

5. **CONSENT AGENDA**

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

The items listed are:

- a. Budget Amendment, BA15-0406, Stormwater Management Plan
- b. Budget Amendment, BA15-0407, Bond/Front/Lindvig Intersection
- c. Budget Amendment, BA15-0408, Klingle/Marine Science Center Property
- d. Budget Amendment, BA15-0409, Tree Removal

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

6. **BUSINESS AGENDA**

a. Public Hearing: 2016 Budget

Mayor Erickson opened the public hearing at 7:21 PM and asked for public testimony. No testimony was received.

Motion: Move to close the Public Hearing on the City of Poulsbo's year 2016 Budget.

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

Motion passed unanimously.

b. ► Ordinance No. 2015-18 & Resolution No. 2015-15, Police Fees

Police Chief Townsend reported: a red lined version of the police fee chart can be found in councils teal folders; a comparison of the fees with neighboring jurisdictions was done and found a few changes needed to be made to become similar; the fees for Case Reports & Annual Reports were eliminated; there was a major change to the yearly Alarm Registration Fee from \$10 to \$25; False Alarms will now be free for the first one and \$50 a piece for any additional alarms; increases in the Off-Duty Officer rate from \$55 to \$57 per hour and the Sergeant rate from \$62 to \$66 per hour with a 3 hour minimum call out.

Motion: Move to approve ordinance 2015-18, an ordinance of the City of Poulsbo WA amending chapter 3.12 with the addition of subsection 3.12.060 Police Department Fees and Charges to the Poulsbo Municipal Code in order to allow for fee adoption by resolution as provided in subsection 3.12.010(A) and fee changes as provided in subsection 3.12.010(B) and approving an ordinance summary for publication.

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

Motion passed unanimously.

Motion: Move to approve Resolution 2015-15 a resolution in the City of Poulsbo WA adopting a fee schedule for Police Department Fees and Charges pursuant to Poulsbo Municipal Code 3.12.010 and 3.12.060.

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

Motion passed unanimously.

c. ► Special Event: Viking Ave Tree Lighting

Parks and Recreation Director McCluskey reported: event takes place on November 27th from 5:30pm to 7pm; it will be held at Nelson Park, Lindvig Way, Viking Avenue; activities will include music, refreshments, hay rides, princesses, Vikings, and a Santa precession; there will be a road closure on Viking Avenue & Lindvig Way.

Motion: Move to approve the special event application for the Viking Tree Lighting Festival on November 27th as presented.

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

Motion passed unanimously.

d. ► Art Donation for Display in Public Place Acceptance Agreement

Parks and Recreation Director McCluskey reported: Historic Downtown Poulsbo Association wishes to donate a piece of artwork to City to be placed in Muriel Iverson Williams Waterfront Park; HDPa will be funding the artwork; Lisa Stirrett is the artist and will be responsible for obtaining permits, fabricating, installing, and signing the artwork; the City will be responsible for the maintenance; artwork will be placed just between the restrooms and the pavilion.

Motion: Move to approve the Art Donation for Display in Public Place Acceptance Agreement with the Historic Downtown Poulsbo Association and Artist Lisa Stirrett.

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

Motion passed unanimously.

e. ► Mountain Aire PRD Division I Final Plat

Engineering Technician Hulst reported: project was approved by Hearing Examiner on July 25, 2013; site is 29.75 acres; creates 73 single family homes; 6 new city streets; large amount of off-site sewer infrastructure was created and a latecomers agreement has been filed to recoup some of those costs; stormwater pond was created on the Wyatt Property and deeded to the city.

Cory Watson of the Quadrant Corporation stated: 2,000 linear feet of gravel trails & footbridge over the wetlands; 6,000 linear feet of asphalt path; one acre park with pirate ship and picnic tables; a innovated stormwater pond which has flatter sides and is curved to look more like a water feature and contains a split rail fence and walking trail around it; the off-site sewer infrastructure required a culvert to be replaced in which a concrete bridge structure that creates fish passage was added; homes were designed by the Dolan Group; homes range in between 2400sq ft and 3000sq ft; all home plans offer options for main floor bedroom suites, outdoor covered patios, and gourmet kitchen options; home prices will be in the high 3s to low 4s to start.

Motion: Move to approve the Final Plat of Mountain Aire PRD Division 1.

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

Motion passed unanimously.

f. ► Lincoln Road Improvements Project Acceptance

City Engineer Kasiniak reported: project was advertised in April of 2014; bids were opened May 19, 2014; 7 bids were received, with the lowest being a little over 2.5 million dollars; engineering cost estimate was 2.5 million; contract was awarded to Pacific Coast General LLC; final contract amount was \$2,788,321.11; final paid contract total was \$2,779,632.56; there were nine change orders totaling \$246,000 (9.7% of the contract total); many of the change orders were associated with underground utilities due to the road being old and unmapped.

Motion: Move to accept the Lincoln Road Improvements Project as complete and authorize release of the contract bond to Pacific Coast General, LLC in accordance with state law and contract requirements.

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

Motion passed unanimously.

g. ► Authorize Disposal of Surplus Goods

Finance Director Booher reported the items being surplus are governmental in nature and do not require a public hearing and once the items have been authorized for disposal they will be offered via PublicSurplus.com. Booher noted the Finance/Administration Committee concurred with this recommendation.

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** Thomas, **Seconded by** Stern.

Motion passed unanimously.

h. ► Ordinance No. 2015-19, 3rd Quarter 2015 Budget Amendments

Finance Director Booher reported these were all budget amendments approved in the 3rd quarter and it would be amending the budget at fund level. Booher noted this needed to be open for public comment related to the budget amendment

ordinance.

Mayor Erickson opened the public comment period at 7:52pm.
No Comments were received.

Councilmember Lord requested council be provided with a list of all the adjustments that were made to the utilities reserves over the past year.

Motion: Move to adopt Ordinance No. 2015-19: An Ordinance for the City of Poulso, Washington, amending the 2015 budget adopted by Ordinance No. 2014-17 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

i. ► Baseline Adjustments and New Program Requests

Finance Director Booher noted these requests have both the Mayor & Finance/Administration Committees recommendations and gave a presentation which included:

2016 Baseline Adjustment Requests

Executive Department requesting increases to the Mayors Travel & Miscellaneous Budgets; restoring the Wellness Budget; Engineering Department requesting Computer with AutoCAD, Uniform increase, upgrading Cell phones; Building Department requesting overtime, professional services, Supplies/Code Books; Planning Department requesting shared clerk becoming strictly Planning, increase in training budget and printing & duplications; Police Department requesting increases in the training budget, ASMI Software Subscription, overtime for special events; Parks & Recreation requesting additional hours for the Recreation Programmer; Urban Forestry requesting restoring the professional service budget. Mayors recommendations total \$29,688 and Finance/Administration Committee recommendations total \$23,688.

2016 New Program Requests – General Fund

Executive Department requesting YMCA Feasibility Study, Executive Aide, SR 305 Study with KRCC; Finance Department requesting creation of Budget Analyst/Senior Accountant; Information Services requesting Microsoft Office 365 and website re-design; Engineering Department requesting ADA Transition Plan

and new laptop; Building requesting a new laptop; Planning Department requesting Wayfinding Signage Initiative; Police Department requesting mobile computer terminals & mounts, new police officer position, LeadsOnline, Firearm Transition, Evidence Dryer, Feasibility Study/Architect Plans; Streets requesting Citywide Traffic Signal Repair (Front Street/Lindvig/Bond Road); Park & Recreation requesting Parks & Recreation Building Signage. Mayors recommendations total \$244,000 and Finance/Administration Committee recommendations total \$323,578.

2016 New Program Requests – Other Funds

Streets requesting Neighborhood Speed Control Program and Skid-mounted Watering Tank; Information Technology requesting security cameras; Engineering requesting Radar Speed Signs and Community Development Software; Police Department requesting a New Police Officer and LiveScan; Streets requesting Small Asphalt Roll, Sidewalk Grinder, and Thermo Plastic; Facilities requesting Property Demolitions; Water requesting a Full Size Pick-up; Sewer requesting a Full Size Pick-up; Storm Drain requesting Kitsap Conservation District LID Program.

Requests already allocated in Preliminary Budget:

General Fund: Mobile Computer Terminals & Mounts and Citywide Traffic Signal Repair.

Capital Acquisition Fund: Community Services Development Software, LiveScan, Small Asphalt Roller and Sidewalk Grinder.

Other Funds: Water Full Sized Pick-up and Sewer Full Size Pick-Up.

Booher noted the YMCA Feasibility Study and Wayfinding Signage Initiative are dependent on the property sales. General Fund current budget variance equals \$251,599. Expenditure Adjustments include Carryover from the Museum Property of \$-16,546 and KRCC adjustment \$2,340. Baseline Adjustment totals were \$29,688 for the Mayors recommendations and \$23,668 for the Finance/Administration Committees recommendations. New Program Requests totals were: \$244,000 for the Mayors recommendations; \$330,578 for the Finance/Administration Committees recommendations; less the amount of \$37,000 for Property Sales; less the amount of \$50,000 already accounted for in the Preliminary Budget; and less the amount of \$80,000 for the Citywide Traffic Signal using Peterson Rockwall funded in 2015. Project Transfer from Revenue Stabilization of \$344,081 for the Mayors recommendation and \$424,639 for the Finance/Administration Committees recommendations (adding \$20,000 to each for the Speed Signs).

Council comments included: significant difference in the stabilization amounts is due to the Senior Budget Analysis position and the liability created by using the revenue stabilization fund without a projected funding source.

Booher noted they are trying to get the Final Budget to council on December 2, 2015 for approval and adopting it on December 16, 2015.

Motion: Move to concur with the presented Finance/Administration Committees General Fund Budget recommendations with the understanding that all of this is still open to modification up thru and including the time we approve the final budget.

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

7. COUNCIL COMMITTEE REPORTS

Public Safety/Legal Committee Meeting: Councilmember Thomas reported on body cams footage appearing in court and becoming a very helpful; behavioral specialist on staff is providing more options for the courts; ILA consolidation with Bremerton for a Court Security Officer will be coming forward; the December 16th meeting may be changed to December 2nd.

Finance/ Administration Committee: Councilmember Thomas reported on the salary and wages resolution; quarterly variance and real estate excise tax reports.

Public Works Committee: Councilmember Lord reported on the property transfer with Kitsap County of the Lemolo Building; Noll Road Update: project status is up to date, pros & cons on a roundabout versus a signal at Johnson and Highway 305, Viking community outreach, Parametrix design and wetland delineation study in December, tunnel under 305 for pedestrians and bikes; Lincoln Road improvements staying under the ten percent contingency; Bond Road/Front Street/Lindvig intersection repairs by the City of Bremerton; next meeting was moved to November 23rd at 5pm.

8. DEPARTMENT HEAD COMMENTS

None.

9. ► CONTINUED COMMENTS FROM CITIZENS

Ruth Reinert, a 4th Avenue resident, supports artwork which supports our Nordic theme but would like to see the city maintain a brand which is consistent with Poulsbos heritage.

Missy Sewell, a 4th Avenue resident, expressed concern over the fixed speed signs stating the portable speed signs would be sufficient and the creation of too many roundabouts.

Nella Lee, 4th Avenue resident, stated the traffic noise on Iverson is unbearable and is concerned with the pedestrian safety.

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Stern thanked the IT Department for new dais speakers.

Mayor Erickson commented on the 4th Avenue traffic concerns stating the City has been working on signs for quite some time and appreciates the opinions expressed by the citizens.

Councilmember McGinty stated he witnessed the Police Department enforcing traffic laws on 4th Avenue. McGinty questioned a possible joint meeting with the tribe being held in the near future.

11. ► ADJOURNMENT

Motion: Move to adjourn at 9:17 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