

## **POULSBO CITY COUNCIL MEETING OF AUGUST 19, 2015**

### **MINUTES**

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

Absent: Stern

Staff: Finance Director Booher, Senior Associate Planner Boughton, HR Manager Kingery, Parks & Recreation Director McCluskey, Risk Manager Purves, Senior IT Technician Williamson, City Clerk Stephens

### **MAJOR BUSINESS ITEMS**

- \* \* \* Swearing In – Police Officer Craig Keller
- \* \* \* Minutes of August 5, 2015 City Council Meeting
- \* \* \* Payable Disbursements – June 2015
- \* \* \* Payable Disbursements – July 2015
- \* \* \* Presentation: 2016 - 2020 Consolidated Plan & Homeless Housing Plan – Kitsap County Department of Human Services
- \* \* \* Resolution 2015-12, Amended Salary and Wages
- \* \* \* Poulsbo's Fish Park Funding Request
- \* \* \* Resolution No. 2015-13 , Cost Schedule Amendment
- \* \* \* Ordinance No. 2015-16, Repealing of Ordinance 88-07 - LID 11 Parking Credit Recoupment

#### **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 pointed out a business agenda was added, and will be presented as the last agenda item, after a 15 minute executive agenda, pursuant to RCW 42.30.110(1)(g).

**Motion:** Move to approve the revised agenda.

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

Motion passed unanimously.

### 3. ► **COMMENTS FROM CITIZENS**

Tom Nordly spoke in support of the financial request for Poulsbos Fish Park, which is on the agenda this evening.

Ray Diehl commended the city on the ban of marijuana sales, and an article in the newspaper that a citizen would like to the City put an initiative on the ballot to allow the voters to weigh in on the subject.

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

Oath of Office: Police Chief Townsend introduced Police Officer Craig Keller and Deputy Chief Halsted provided his law enforcement background.

Mayor Erickson administered the Oaths of Office to Police Officer Keller.

Councilmember Lord commented on her attendance at Chief Seattle Days, representing the City, along with Councilmember Henry.

Councilmember Nystul commented on his attendance at the Memorial Service for Bremerton City Councilmember Mike Sullivan.

Mayor Erickson reported:

- The HVAC replacement has begun and should be completed this week.
- Touch the Truck event at the Village Shopping Center
- New parking restrictions at Poulsbo Elementary on Noll Road beginning before school starts.

### 5. ► **CONSENT AGENDA**

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

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

The items listed are:

- a. Minutes of August 5, 2015 City Council Meeting
- b. Payable Disbursements – June 2015
- c. Payable Disbursements – July 2015

## **6. BUSINESS AGENDA**

- a.  **Presentation: 2016 - 2020 Consolidated Plan & Homeless Housing Plan – Kitsap County Department of Human Services**

Doug Washburn, Kitsap County Human Services, provided background on the Homeless Housing program.

Kristin Jewell, Housing and Homeless program, provided background on the Consolidated Housing and Homeless Housing Plan, update process and timeline, plan format once complete.

- b.  **Poulsbo's Fish Park Funding Request**

Parks and Recreation Director McCluskey reported the City applied for a 2015-2017 state grant through the Recreation and Conservation Office (RCO) to start developing the newest parcels at Fish Park, the Holm, Lord and Hansen properties. The project we hoped would be funded through the ALEA program was not. However the City did get a Volunteer Cooperative grant for \$26,180 through the Department of Fish and Wildlife, and an Appendix X grant for \$1800. Both of these grants are slated for the newest parcels at Fish Park, and use volunteers to build

trails, a viewpoint and supplies. In order to move forward with the grants and project, McCluskey is requesting \$10,000 in park reserves to take care of specific items in 2015 so that we can move forward in developing the newest parcels.

**Motion:** Move to approve the funding request for Poulsbo's Fish Park for \$10,000 to complete specific tasks in 2015 using Park Reserves.

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

Motion passed unanimously.

**c. ► Resolution No. 2015-12 , Cost Schedule Amendment**

Finance Director Booher explained, now that utility customers can view their accounts and pay their bills online, it is recommended phone payment convenience fee of \$3.00 be charged to take payment over the phone, including utility billing, miscellaneous billing and all other payments. This fee change would go into effect on

October 1, 2015.

**Motion:** Move to approve Resolution 2015-12, a resolution of the City of Poulsbo amending the cost schedule adding a phone payment convenience fee.

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

Motion passed unanimously.

**d. ► Ordinance No. 2015-16, Repealing of Ordinance 88-07 - LID 11 Parking Credit Recoupment**

Senior Associate Planner Boughton provided background and the purpose of LID 11 was to construct public parking to serve resident and businesses in downtown Poulsbo. Because some properties in downtown Poulsbo had on-site parking the final assessment roll adopted by Ordinance No. 86-54 gave those properties credit

against the assessments that could have otherwise been levied for parking that was provided. All assessments due and owing under Ordinance No. 86-54 have been paid.

Boughton went on to explain Ordinance No. 88-07 provided for the recoupment of the credit granted by Ordinance 86-54 in the event that the on-site parking for which the credit was granted was subsequently removed or made unavailable. All the owners of properties that received credit for parking have continued to make the same available, except for those from whom the credits have been recouped as provided in Ordinance 88-07.

The City has constructed additional parking with Improvements to Anderson Parkway and Front Street and has adopted parking standards for downtown Poulsbo that require sufficient additional parking be provided for significant development or redevelopment

**Motion:** Move to approve Ordinance 2015-16, an ordinance of the City of Poulsbo, Washington, repealing Ordinance No. 88-07 regarding the recoupment of on-site parking credits granted under LID 11, and establishing an effective date.

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

Motion passed unanimously.

e.  **Executive Session for Review of Personnel - RCW 42.30.110(1)(g)**

Mayor Erickson recessed the meeting at 8:28 PM, for a 15-minute executive session for review of personnel, pursuant to RCW 42.30.110(1)(g).

At 8:49 PM reconvened the regular meeting.

**f. ► Resolution 2015-12, Amended Salary and Wages**

**Motion:** Move to approve Resolution No. 2015-13, adopting the 2015 Salaries and Wage Schedule, effective September 1, 2015 and approve the new position of Assistant Public Works Superintendent.

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

Motion passed unanimously.

**7. ► COUNCIL COMMITTEE REPORTS**

Public/Safety Legal Committee: Councilmember Thomas reported Mayor Erickson is working with state officials to help re-implement the passport acceptance in Bainbridge Island, which will help the City of Poulsbo due the amount of Bainbridge Island applicants; Municipal Court and Police Department budgets.

Finance/Administration Committee: Councilmember Thomas reported on review of the real estate excise tax report, the City maintained a AA bond rating; update on the L&I Retro program.

Lodging Tax Advisory Committee (LTAC): Councilmember Nystul stated the committee will be meeting soon, however a workshop of the Council has been scheduled for September 2nd to discuss LTAC policies.

**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**

None.

11.  **ADJOURNMENT**

**Motion:** Move to adjourn at 9:05 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC