

POULSBO CITY COUNCIL MEETING OF MARCH 2, 2016

MINUTES

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

Staff: City Clerk Fernandez, Engineering Director Kasiniak, City Engineer Lenius, Public Works Superintendant Lund, Parks & Recreation Director McCluskey, Police Chief Townsend, IT Senior Technician Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Budget Amendment, BA16-0102, Decant Facility Fencing Project
- * * * Approval of February 10, 2016, and February 17, 2016, Council Meeting Minutes
- * * * Ordinance No. 2016-05, Title 19
- * * * Presentation on ILA with Kitsap Conservation District for Rain Gardens and LID Program
- * * * Work Study on CENCOM Governance Change to PDA
- * * * Grant Opportunities Presentation
- * * * Viking Avenue PRV 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 recommended moving the CENCOM work study to the end of the business agenda.

Motion: Move to approve the agenda as amended.

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

Motion passed unanimously.

3. **COMMENTS FROM CITIZENS**

Mayor Erickson asked for citizen comments. No comments were received.

4. **MAYORS REPORT AND COUNCIL COMMENTS**

Councilmember Thomas commented on yesterdays windstorm and how he was impressed with patience citizens showed with loss of power and traffic lights being out. He thanked the linemen that restored the power, the county and city road crews, the fire department and police for responding, and eating establishments who managed the increase in business.

Councilmember Lord said that she and Councilmember Musgrove helped with taking down the Christmas lights last weekend.

Mayor Erickson mentioned: 1) traffic lights can have batteries installed, and they cost \$3,600 for each battery; 2) they City received some preliminary estimates for surveying the Marine Science Center; 3) she would like to get some quotes for design work at the cemetery, and she received multiple offers from citizens wanting to help improve the cemetery; 4) there is a meeting on Friday to move the Farmers Market into the Parks and Recreation parking lot; and 5) the request to move some dirt from Caldart Heights to the pump track.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda Items A through B.

The items listed are:

- a. Budget Amendment No. 16-0102, Decant Facility Fencing Project
- b. Minutes of February 10, 2016, and February 17, 2016, Council Meetings

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

Motion passed unanimously.

6. **BUSINESS AGENDA**

a. **Ordinance No. 2016-05, Title 19 Update**

Senior Planner Boughton said this is the last step in the process to adopt. She reviewed the process the City took in regards to this update. Once adopted, it would

take two weeks to go into effect.

In response to Councilmember Musgrove, Senior Planner Boughton said that everything fell together since the last meeting, and it all went as expected.

Motion: Move to adopt Ordinance No. 2016-05 of the City of Poulsbo, Washington, Amending and replacing Title 19 of the Poulsbo municipal code in Order to adopt the 2016 Title 19 Project Permit Application Procedures Ordinance update; reformatting the organization of the ordinance; changing the permit type for binding site plans; including preliminary substantive review under the technically complete review; establishing a maximum timeframe for when a technical complete application is to provide all materials; extending review timeframe for Type I permits; adding to Type III permits continuing the public hearing and remanding the application for additional information; creating a new public notices section; requiring Type II permits notice of applications to be published in a newspaper; including public meeting notice for Planning Commission review of Type III permits; requiring the applicant to post public hearing board; establishing maximum time frames for applicant to provide revisions, corrections, studies or information when requested; and establishing additional procedures for post decision review; providing for severability and establishing an effective date.

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

b.  Presentation on Interlocal Agreement with Kitsap Conservation District for Rain Garden and LID Program

City Engineer Lenius noted this is part of compliance for NPDES Permit, and Ms. Garitone and Mr. Stahl from Kitsap Conservation District (KCD) are present.

Senior Engineering Technician Hart presented the following: background of permit requirements for stewardship programs, tasks to be performed by the KCD, funding for rain gardens/lid projects, stormwater capital projects assistance, and benefits of the partnership.

Ms. Garitone, KCD Coordinator, presented information on creating partnerships, about KCD, and the Districts expertise.

Mr. Stahl, Technical/Financial Coordinator, discussed the Green Streets project implementation, showed some examples of various implemented solutions, and explained what they can do for the City of Poulsbo (education, site evaluation, and technical assistance and cost-sharing).

Ms. Garitone noted there was a concern about spending public funds on projects, so KCD is able to take that role. The contract will be with the landowner and the Conservation District. Regarding O&M and how the raingardens stay fit, it is part of the contract that the property owner signs into. KCD makes sure they remain in a functional state; however, they cannot enforce it, because they are not regulatory.

Councilmember Thomas said rain gardens are awesome and work as designed.

In response to Councilmember McGinty, Mr. Stahl said there is no ceiling on the funding, but their goal is to get as many as possible while getting the biggest bang for the buck to solve water problems. Typically it is \$1,000 per residential project. Funding does allow 100 percent.

In response to Councilmember Lord, Mr. Stahl said if there is a property transfer, they will contact the new property owner.

Senior Engineering Technician Hart noted Page No. 11 of the ILA, Item 3.4, there is some legal language that it does run with the land. They have to sign a maintenance covenant with the City that is separate from KCD. It will fall under the stormwater program.

In response to Councilmember Lord, Mr. Stahl said they will promote this program at the farmers markets, work with the Parks and Recreation to send out in their mailers, and are open to working with the city. Councilmember Lord requested coordinating a press release.

In response to Councilmember Stern, Engineering Director Kasiniak said that staff is working on a proposal to the Council for consideration for rain garden signage.

Motion: Move to authorize the Mayor to sign the City of Poulsbo/Kitsap Conservation District Interlocal Agreement upon receiving a signed original of the agreement from the Kitsap Conservation District.

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

Motion passed unanimously.

c. ► Grant Opportunities Presentation

Engineering Director Kasiniak presented the 2016 Grant Application Project Funding. Presentation highlights included: Overview of the seven projects with grant revenue potential (Transportation: SR305/Noll Roundabout, \$5MM; Noll Road Roundabout to Storhoff Road, \$8MM; SR305 Regional STP/Park-n-Ride, \$4.8MM; Finn Hill Safe Routes to School, \$1.3MM; Forest Rock Overlay/County STP, \$1MM. Other grants: Dogfish Creek Restoration, \$1.7MM; Viking Stormwater Park, \$2MM; and Fish Park Connector Trail).

Discussion highlights:

- Need to be consistent with naming of the Johnson Road Roundabout on the Noll Road Corridor.
- Noll Road Roundabout to Storhoff Road is in WSDOT jurisdiction. The City has taken all efforts for the design and right-of-way. They had a discussion if construction should be managed by WSDOT or City of Poulsbo. Because we have the connector, it should be done at the same time. It makes sense that we manage both projects. The UGA swap discussion would be part of subarea planning process. We have got to get the road lined out first, because we have so much development pressure.
- The Park-n-Ride facility will service mostly city residents who live on the east side of the City who wont want to come to Viking Avenue.
- Viking Avenue Stormwater Park – this project would provide treatment for existing commercial properties, and there could be latecomers or additional connection fees for future developments.
- The Citys number one priority is Noll Road. The City is ready to do these projects if some or all are funded.

Next steps: Staff will bring forward resolutions for the grants at future Council meetings, and staff may need some technical assistance for some applications for approximately \$4,000.

d. ► Viking Avenue Pressure Reduction Valve (PRV) Project Update

City Engineer Lenius gave an update on the project. Staff is ready to advertise for the project, but Public Works has had some issues with services on Finn Hill, and they have asked that some work be added to the project. Staff asked for a budget amendment for \$90,000 to cover the additional work request.

In response to Councilmember Stern, City Engineer Lenius said this is internal to our own system. The water flows from the Olhava tank, which is built to be part of our system. It was originally designed to operate differently than how we want it to operate now.

In response to Councilmember Stern, Engineering Director Kasiniak said we had a shortage of water rights, and in order to solve it, we dedicated a portion of our UGA and said we would serve only to the point behind Wal-Mart. Everything behind that is served by KPUD. We have an agreement with KPUD, that in an emergency situation where we need fire flow, they will provide it. We have to have a pressure reducing valve regardless.

In response to Councilmember Musgrove, City Engineer Lenius said this does not affect the fire hydrants. Installing a PRV will reduce pressure, so it will operate better. In the event of a fire, the valve will open and will continue to operate with full flow.

Next steps: A budget amendment will follow at a future meeting.

e.  Work Study on CENCOM Governance Change to Public Development Authority

Police Chief Townsend provided background on the discussions that started with CENCOM boards and staff. The chief recommendation was to modify CENCOMs governance model to a public development authority (PDA) model. A resolution will be brought forward April 6 for a public hearing and adoption. This resolution will be going to all the city councils in the County.

Becoming a PDA will allow CENCOM to operate as a legal entity independent of the County. The board of directors for the PDA will be same as the board of directors for current CENCOM board. It will be called Kitsap 911. It is a separation from the county for operational issues. After reviewing the models around the state, only one other was operated like CENCOM, all others are stand-alone.

Discussion was held regarding the challenges CENCOM faced while working with the County.

In response to Councilmember Stern, Mayor Erickson said the Board will continue to consist of elected officials. An elected official could send a replacement for them, but

they cannot name the staff member as the representative, just as a replacement for a meeting. Discussion was held on the technology replacement devices bill.

Discussion was held on CENCOMs funding.

7. ► **COUNCIL COMMITTEE REPORTS**

Finance/ Administration Committee: Councilmember Thomas reported they met this evening and discussed: monthly sales tax report, public records request policy ideas, solid waste financial analysis, and recording audio of committee meetings. He asked the Council to consider whether committee meetings audio should be recorded; it would be nice to have uniformity amongst the committees. Councilmember McGinty asked for the solid waste financial analysis be shared with the Public Works Committee.

Outside Agencies: Councilmember Stern reported KRCC met and discussed the Hwy 305 study. They approved rerouting STP funding in the amount of \$266,370. He asked anyone wanting a better report on this to contact the Mayor. He also reported regarding the Kitsap Transit Board, that the Bremerton City Council has discussed the Passenger Only Ferries issue, and got council consensus feedback to Kitsap Transit. The Mayor can arrange a presentation to the Council to hear the pros and cons of the ballot measure.

Economic Development Committee: Councilmember Lord reported the committee discussed updates on new downtown developments, whether to have a policy discussion on design review, development patterns, how to fund economic development ideas, possibly giving a briefing to the full council on updated state laws regarding Poulsbo development authority concept, and the comprehensive plan and how the economic development component is being injected into the CIP chapter.

Public Works Committee Meeting: Councilmember Lord reported they will have a special meeting on March 16 to go over the stormwater comprehensive plan, possible connection fees for stormwater, and concurrency ordinance. At the last committee meeting, they received an update on grant opportunities; PRV on Viking Avenue; sewer comprehensive plan briefing on rates and connection fees; Noll Road project; permitting software contract; sewer overflow study budget amendment; and 9th Avenue residents concerned about safety issues and parking. Neighborhood Streets

will be discussed at a future committee meeting.

8. ► DEPARTMENT HEAD COMMENTS

Police Chief Townsend reported that when traffic lights are out, the police department is unable to direct traffic with three police officers working who are reporting to alarms and accidents.

9. ► CONTINUED COMMENTS FROM CITIZENS

Mr. Terry Asla congratulated the police for their professionalism yesterday.

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Musgrove thanked Mr. Asla for helping out in the community.

Mayor Erickson added that Mr. Aslo was also at the Caldart Heights neighborhood meeting. They now have the little yellow man at the crosswalks and emphasis patrolling, and new painted fire lanes. Nothing has been done on 12th Avenue, because she has not had the opportunity to reach out to that neighborhood yet. She will be going out to 9th Avenue and Stendahl Ridge next to knock on doors.

Councilmember Henry reported the body camera legislation has passed out of the Senate Committee. He attended the Parks Board meeting. They discuss Muriel Williams Park and looking for approval of new bathrooms. There is pushback on cutting the hedges.

11. ADJOURNMENT

Motion: Move to adjourn.

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

Motion passed unanimously.

The meeting adjourned at 9:30 PM.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk