

POULSBO CITY COUNCIL MEETING OF APRIL 6, 2016

MINUTES

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

Staff: Senior Engineering Technician Bateman, Finance Director Booher, Office Clerk II Diehl, Director of Engineer Kasiniak, Public Works Superintendant Lund, Parks & Recreation Director McCluskey, IT Senior Technician Williamson.

ABSENT: Councilmember Musgrove

MAJOR BUSINESS ITEMS

- * * * Minutes of September 9, 2015 City Council Meeting
- * * * Minutes of September 16, 2015 City Council Meeting
- * * * Minutes of March 9, 2016 City Council Meeting
- * * * Budget Amendment, BA#16-0201 – Marine Science Center Short Plat
- * * * Budget Amendment, BA#16-0202 – Sewer Comp Plan Update
- * * * Public Hearing: Resolution No. 2016-07, Transfer of Interest in CENCOM Assets
- * * * Poulsbo Farmers Market Facility Use Agreement
- * * * 2016 Carryover Budget Amendment, BA#16-0203 Discussion
- * * * Spectrum Lease Agreement

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 as written.

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

Motion passed unanimously.

3. COMMENTS FROM CITIZENS

Tom Wojciechowski, a 4th Avenue resident, noted the walking path near the Hillside 50 Apartments is in poor condition and causes walkers to walk in the street. Wojciechowski

states his wife Betty fell, broke her foot, and was nearly run over by cars traveling on 4th Avenue.

Ann, last name not given, mentioned she is forced to walk in the street due to poor condition of walking path.

Bette Wojciechowski, a 4th Avenue Resident, stated she was the woman who fell and considers the walking path very dangerous and stated the cars traveling that road are going well over the posted speed limit.

Jim Groh, a former city employee, stated the 6 year transportation plan listed these 4th Avenue sidewalks to be added and it has now been 10 years in which nothing has been done. Groh noted the increased traffic on 4th Avenue and the increased speed of the traffic. Groh noted a gravel walking path could be put in for a low cost.

Francis Malone, a Poulsbo Place resident, disagrees with gravel walking paths and suggested standard sidewalks should be added to make it done right.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Stern reported on an article in the Kitsap Peninsula Business Journal in which Poulsbo was featured in the Real Estate Development section. Stern mentioned the Leadership Kitsap Program and invited Katie Walters & Carly Michelson to the podium to give a brief description of the program. Walters and Michelson noted: the program was founded in 1993 and graduated the first class in 1995; founded by the Kitsap Chambers of Commerce and the United Way of Kitsap County; they have had over 500 graduates; the program teaches, educates, prepares, and connects a new group of leaders for community service in Kitsap County; it is a 10 month program that includes an overnight retreat and 10 day long seminars which focuses on economics, public safety, healthy communities; the curriculum is made for a leadership capacity and focuses on positive leadership; provides a bond not only with their classmates but community leaders in Kitsap County; 30 participates are taken into the program each year; applications for the program are due April 15th; tuition for the program is \$1,950.

Councilmember Lord reported on Bremerton Symphony Orchestra HMS Pinafore Event coming up on 4/15 at the Gateway Fellowship.

Mayor Erickson reported sidewalks are a problem throughout the city with many neighborhoods not having them and cost of putting sidewalks in is very expensive. Erickson noted the Community Orchestra and Farmers Market that took place on Saturday were marvelous.

5. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a through e.

The items listed are:

- a. Minutes of September 9, 2015 City Council Meeting
- b. Minutes of September 16, 2015 City Council Meeting
- c. Minutes of March 9, 2016 City Council Meeting
- d. Budget Amendment, BA#16-0201 – Marine Science Center Short Plat
- e. Budget Amendment, BA#16-0202 – Sewer Comp Plan Update

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

6. BUSINESS AGENDA

a. Public Hearing: Resolution No. 2016-07, Transfer of Interest in CENCOM Assets

At 7:27PM, Mayor Erickson opened the Public Hearing

Mayor Erickson requested public testimony; no testimony was given.

The public hearing was closed at 7:27PM.

Mayor gave a brief description on what is being proposed in this resolution including: to break away from Kitsap County and becoming their own entity; managing their own hiring and finances; Cencom Board is made up of Fire Chiefs, the Sheriff, and elected officials; it will be renamed Kitsap 911; it will create true accountability and transparency; separation will take place in September.

Motion: Move to adopt Resolution No. 2016-07, authorizing the transfer of any interests and liabilities in the assets of CENCOM from the City of Poulsbo to Kitsap County for the purpose of reorganizing and re-establishing CENCOM as a separate legal entity.

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

b. Poulsbo Farmers Market Facility Use Agreement

Parks & Recreation Director McCluskey reported: the Farmers Market needed to vacate the Doctors Clinic Parking Lot; 12 new sites were proposed for consideration and the Parks & Recreation Department Parking Lot was chosen; they have received a Temporary Use Permit from the city; last Saturday was opening day; runs every

Saturday from April 2nd to December 17th from 9am to 2pm; this agreement is for 2016 only.

Floyd Bayless, President of the Poulsbo Farmers Market Board, reported: it was a very successful weekend; they were down 2% from the first day last year on sales; part of the success was the city making this site available to the market; the PW department for their excellent work on the parking lot; parking is limited for the Market to the Parks & Recreation Building parking lot and street parking on the surrounding streets; they have been operating extended hours for the last couple years.

Motion: Move to approve the Facilities Use Agreement with the Poulsbo Farmers Market as presented, and authorize the Mayor to sign the agreement.

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

Motion passed unanimously.

c. 2016 Carryover Budget Amendment, BA#16-0203 Discussion

Finance Director Booher gave a presentation which noted: there was a \$500,000 projected beginning balance in the General Fund which is exclusive of the revenue stabilization and the legal reserves; the actual beginning balance came in at \$1.6 million dollars; 2015 revenues were \$11,253,000 and expenditures were \$10,379,000; property taxes came in \$200,000 higher; business license, cable franchise, and development fees all came in higher than projected; elections cost were not expended as anticipated; legal fees were less than projected; Risk Insurance was higher than projected; jail costs and electronic home monitoring were less than anticipated; audit costs were saved on since we were not subjected to an audit; engineering and professional services were less than expected; large prior period adjustments were put into the cash; with our Comcast Agreement update it was found they had not been paying the percentage they should have been, so the city received a check for \$86,000; carryover request adjustments included the Kitsap Mental Health Grant, Risk Insurance, Planning Director National Conference, appraisals of the Marine Science Center and Klinge Property, FEMA rating of \$2000, construction standards \$8000, transportation plan update \$20,000, neighborhood streets, parks plan printing \$2000, historical museum, and artwork for the Lindvig bridge of \$2500; projected transfer when balancing the budget was \$435,000 which left a remaining of \$620,000; \$18,500 of the remaining is being used for baseline and new program requests; \$30,000 for the YMCA Feasibility Study; \$302,710 back into the revenue stabilization reserves; \$200,000 for neighborhood streets, projected general fund reserve balance will be \$1.8 million dollars.

Booher noted the funds and projects that were included in the carryover:

Special Revenue Fund: Risk Insurance Premium, Traffic Impact Fees for Finn Hill Road; Historic Downtown Poulsbo Association Sword Sculpture.

Capital Equipment: Sidewalk Sweeper, Community Development Software, Cold Plainer and Lift Gate, Police Cars & Motorcycle.

Park Reserve Fund: Morrow Manor Park, HVAC System for the Parks & Recreation Building.

Street Reserve Fund: Waterfont/Liberty Trail, Johnson/Noll Road Project, Finn Hill Road Project, Lincoln Road, Bond/Lindvig Signal, Neighborhood Streets.

Facilities Fund: City Hall Demolition, Repairs to Marine Science Center, Public Works Property Design.

Utility Fund: Pugh Well, Lincoln Water Main, Telemetry, Water Meter Replacement, Nordnes/ Matson Water Main, Viking Avenue PRV, Fjord Main Replacement, GIS Mapping, Risk Insurance.

Sewer Fund: 6th and 9th Pump Station, Annual I&I; Telemetry; Water Meter Replacement, Poulsbo Village Pump Station, Liberty Bay Pump Station, GIS Mapping, Small Tools, Viking Avenue Sewer Main, SR305 Pump Station, Risk Insurance, Mower Attachment, GIS Mapping, Sewer Comp Plan.

Solid Waste Fund: Transfer Station Garbage Truck, Risk Insurance, Solid Waste Utility Review.

Storm Drain Fund: Dogfish Creek Restoration, Ridgewood/Kevo's Pond Project, Bjorgen/Noll Road Culvert, Noll Road Project, Decant Facility, Small Anderson Parkway Retrofit, Sidewalk Sweeper, TMDL Grant, GIS Mapping, Storm Water Comp Plan, Risk Insurance.

Motion: Move to approve Budget Amendment number 16-0203 for 2016 carryover adjustments.

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

Motion passed unanimously.

d. Spectrum Lease Agreement

Senior Engineering Technician Bateman explained the city is moving to radio read water meters and with that you must have a license to operate the radios. Bateman noted Spectrum currently owns the frequencies for the water meters and this lease would allow us to operate the frequencies. Bateman explained this is a low cost lease costing one dollar per month out of the money we already pay them for the water meters. Bateman stated this lease was reviewed and approved by the city attorney.

Motion: Move to approve the Mayor to sign the spectrum lease agreement with Sensus on behalf of the City in the amount of \$1 per month.

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

Motion passed unanimously.

7. COUNCIL COMMITTEE REPORTS

Economic Development Committee: Councilmember Lord reported from the March 23rd meeting: presentation from BEST program, update on Marine Science Center transfer to WWU taking place May 24th; YMCA Feasibility study and tour, presentation by Anna

Reyes Potts on the coordination of Kitsap Economic Development Alliance; Jim Rutledge of the Port of Poulsbo spoke about the replacement of the breakwater and the boundary line annexation coming up on the next ballot, KEDA has moved to a new headquarters.

Finance/ Administration Committee: Councilmember Thomas reported: the May 18th meeting was cancelled; it was discussed record keeping of committees be written meeting minutes getting rid of audio recordings; reviewed some solid waste items; Poulsbo sale tax zones; proposal for bi-annual budget; WA Ensure Deposit Program.

8. DEPARTMENT HEAD COMMENTS

None.

9. CONTINUED COMMENTS FROM CITIZENS

Jim Groh commended Mayor Erickson and Councilmember Stern on their vocal opposition to Kitsap Transit Passenger Ferry Service. Groh thanked the City for allowing civic groups to use the City Hall as a meeting space. Groh noted the seriousness of plans that appear on the 6 year transportation plan.

10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Stern mentioned the possible creation of a Transportation Benefit District which would be voted on by the voters to improve traffic safety on streets and sidewalks.

Mayor Erickson noted she does not like raising taxes and feels creating a Transportation Benefit District would do such. Erickson stated the creation of a gravel pathway on 4th Avenue could be created for a nominal amount of money and is a good idea and would increase safety. Erickson mentioned the county wide initiative on Passenger Only Ferries requires raising sales tax to raise \$355 million dollars in a 20 year period. Erickson stated the Caldart Heights curb and road direction has been completed, and new lane stripping on 9th Avenue has been added to detour people from parking on the street. Erickson noted she had been named the vice chair of Transportation Policy Board of Puget Sound Regional Council.

Lord reported that Herb Armstrong, long time Poulsbo resident, had successful open heart surgery and is doing well.

11. ADJOURNMENT

Motion: Move to adjourn at 8:47PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk

Respectfully prepared and submitted by Kati Diehl