

POULSBO CITY COUNCIL MEETING OF JULY 15, 2009

M I N U T E S

- PRESENT:** Mayor Quade; Councilmembers: Berry-Maraist, Crowder, Erickson, Lord, McGinty, Rudolph.
Staff: Berezowsky, Boltz, Booher, Kasiniak, Loveless, McCluskey, Stephens, Swiney.
- ABSENT:** Councilmember Stern.

MAJOR BUSINESS ITEMS

- * * * New City Hall update
- * * * Poulsbo Public Library Board Appointment
- * * * Payroll – June 1-30, 2009
- * * * Claims – June 1-30, 2009
- * * * Budget Amendment/BA #29-0301; Noll Road Improvement Project
- * * * Budget Amendment/BA #29-0302; Six-Year TIP
- * * * Budget Amendment/BA #29-0303; Dogfish Creek Restoration
- * * * Minutes of June 10, 2009 City Council Meeting
- * * * Department of Ecology – City of Poulsbo SMA Grant Agreement
- * * * Presentation – 2010 Budget Kick-off
- * * * Presentation – Community Oriented Policing and Problem Solving
- * * * Award Official Newspaper Contract
- * * * Resolution No. 2009-09, Award Office Newspaper Contract
- * * * Marketing Coalition

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Quade called the meeting to order in the Council Chambers at 7:04 PM and asked Ethan Schmit to lead the Pledge of Allegiance.

2. MAYOR'S REPORT AND CHANGE TO AGENDA

- a. Ethan Schmit presented his school report on Viking Cup, providing a brief history of Viking Cup and his desire to bring the tournament back to Poulsbo. Schmidt stated due to the change in the Washington Soccer Association tryout schedule, Viking Cup could not be held this year. Council agreed to Schmit's request for a letter of council and city support to urge the state soccer association change the tryout schedule and bring Viking Cup back to Poulsbo.

- b. Proclamation: Domestic Violence Task Force: Mayor Quade read and proclaimed July 28, 2009 at 5:00 PM, Kitsap County Domestic Violence Task 7th Annual Community Picnic.
- c. Mayor Quade presented Finance Director Booher and Administrative Assistance Hamrick with a Certificate of Recognition for Budget Preparation from the Government Finance Officers Association.
- d. City Hall update: Public Works Director Loveless reported foundation, shotcrete and electrical undergrounding work continues. The finishes of the exposed concrete are still an issue, and the contractor is working to resolve those issues.

Councilmember Erickson questioned if the concrete pour is on schedule; Loveless stated the concrete contractor is approximately 1-2 weeks behind schedule.

Councilmember Lord informed the council of discussion at the Finance/Administration Committee regarding the administrative process of the city hall project. The project team is now meeting once a month and council review is minimal at this point in the project. Lord stated project team meeting minutes are available, if desired.

Mayor Quade stated if any issues come up which need immediate resolution; the project team will meet via conference call or email to make any decisions.

e. Appointment to Poulsbo Library Board

MOTION: Lord/Berry-Maraist. Move to concur with Mayor Quade's appointment of Diane Clouser to the Poulsbo Public Library Board - term expiration December 31, 2011.

Motion carried unanimously. Absent: Stern.

f. Memorandum of Understanding between The City of Poulsbo and Kitsap County District Re: Court Facility- Mayor Quade outlined the sections of the Memorandum of Understanding (MOU) where language was revised.

Councilmember Lord reported the Finance/Administration committee discussed the MOU, noting concerns and recommended revisions to the following sections:

- To ensure the city's obligation to purchase the county's interest, in the event of mutual termination of the contract.

- County use of the space to be mutually agreed upon by the city and county.
- Change orders cannot be initiated by the county; the city will review and approve change orders requested by the county. Council agreed with Councilmember Rudolph suggestion to have the language read as "city review and concurrence" with requested change orders.

Councilmember McGinty stated the Public Safety/Legal Committee discussed the MOU and had a concern with one of the sections; however it is no longer an issue since it has since been stricken from the agreement.

Councilmember Berry-Maraist questioned if there is a clause for adjustments for current condition, as it will have depreciated from new condition, should the city want to purchase the space from the county. Mayor Quade stated the Interlocal Agreement (ILA) could be address that issue.

MOTION: Lord/Rudolph. Move to authorize the Mayor to sign the Memorandum of Understanding (MOU).
Motion carried unanimously. Absent: Stern.

Mayor Quade stated a 45-minute executive session would be held after other business, to discuss potential property acquisition.

3. MAYOR AND COUNCIL DISCUSSION

- a. Councilmember Erickson read and entered into the record, a statement regarding allegations made by Molly Lee and Jan Wold against Council members and the city, at the Puget Sound Regional Council (PSRC) meeting.

4. COUNCIL COMMITTEE REPORTS (FOR ITEMS ON CURRENT AGENDA)

None.

5. CITIZEN COMMENTS

- a. Molly Lee commented on her right to free speech.
- b. Bill Stewart, Kitsap Economic Development Alliance (KEDA), provided a quarterly update on the American Reinvestment Recovery Act (ARRA)

investments in the county. Stewart reported KEDA has provided business assistance to 24 Poulsbo businesses, during the first two quarters.

- c. Ardis Morrow, Poulsbo resident, commented on the testimony and allegations made by citizens during the meeting against the South Viking Way project at the Puget Sound Regional Council (PSRC) meeting; and the positive impact of the South Viking Way project allowing for another domestic violence shelter.
- d. Craig Grescham, County resident, commented on the Domestic Violence housing; and need for the City and residents to work together.

Mayor Quade announced the 2010 Budget Kick-off presentation has been removed from the agenda and rescheduled for August 5, 2009; and addition of a business item, Postage Meter Lease.

6. CONSENT AGENDA

MOTION: McGinty/Rudolph. Move to approve Consent Agenda items a through g.

Motion carried unanimously. Absent: Stern

The items listed are:

- a. Payroll – June 1-30, 2009
- b. Claims – June 1-30, 2009
- c. Budget Amendment/BA #29-0301; Noll Road Improvement Project
- d. Budget Amendment/BA #29-0302; Six-Year TIP
- e. Budget Amendment/BA #29-0303; Dogfish Creek Restoration
- f. Minutes of June 10, 2009 City Council Meeting
- g. Department of Ecology-City of Poulsbo SMA Grant Agreement

7. MAJOR BUSINESS ITEMS

a. Postage Meter Lease

Councilmember Lord reported the Finance/Administration Committee discussed the immediate need for a new postage meter, due to the failing condition of the current postage meter. Entering into a lease is more advantageous opposed to purchasing the equipment. Lord stated the committee has recommended approval.

MOTION: Lord/McGinty. Move to authorize to sign the lease agreement with Pitney Bowes for a mailing machine, budget amendment to be brought forward from Fund 301 Capital Acquisition at the next council meeting.

Motion carried unanimously. Absent: Stern.

b. Presentation – Community Oriented Policing and Problem Solving

Police Chief Swiney presented the purpose, philosophy and goals for the Community Oriented Policing and Problem Solving (COPPS) program, noting the benefits of community oriented policing. Police officers will be assigned to 3-4 sectors of the city to identify issues, needs and concerns of citizens. This approach will allow the department to assess what is going on in certain areas. Swiney recited a memorandum to the Police Department, from Sergeant Pate regarding the COPPS concept and what is expected of police officers. Swiney noted the accreditation review is moving forward, but will be a long and involved process.

Swiney also announced the Police Department National Night Out will be held on August 4, 2009, 5:00 – 7:00 PM.

c. Award Official Newspaper Contract

Finance Director Booher reported the city went out for bid for the official newspaper; one bid was received from North Kitsap Herald. The Finance/Administration Committee reviewed the contract and recommends approval.

Councilmember Erickson stated the Finance/Administration committee discussion included:

- The concern that the North Kitsap Herald is published once a week.
- Revising the Request for Proposal (RFP) next year, to receive more bids.
- The possibility of working with Association of Washington Cities (AWC) to revise the Revised Code of Washington (RCW), to allow website notifications rather than rely on newspapers only.

MOTION: McGinty/Crowder. Move to approve the award of Bid # 09-01 for the Official Newspaper for the City of Poulsbo to the North Kitsap Herald and authorize the Mayor to execute the contract.

Motion carried unanimously. Absent: Stern

d. Resolution No. 2009-09, Award Official Newspaper Contract

MOTION: McGinty/Crowder. Move to adopt Resolution No. 2009-09, a resolution of the city council of the City of Poulsbo, Washington, designating the North Kitsap Herald as the City's Official newspaper for the term of August 1, 2009 through July 31, 2009.

Motion carried unanimously. Absent: Stern

e. Marketing Coalition

Parks and Recreation Director McCluskey provided a brief overview and history of the marketing coalition. The Lodging Tax Committee met to discuss input from coalition members; and issues, concerns and successes of the marketing coalition during its first year. The Community Services Committee discussed the continuation of the marketing coalition and recommends approval.

Adele Heinrich, Greater Poulsbo Chamber of Commerce Director reported the coalition has contributed to the rate increase in hotel occupancy from 48.5% in 2008, to 61.5% through June 2009. The consensus among coalition members and the Community Services committee is to continue the marketing coalition. Heinrich stated the coalition has advertised on the ferries, AAA Journey Magazine, Sunset magazine, North Kitsap Herald, Kitsap Sun, Kitsap naval base magazine and radio.

Councilmember Erickson questioned what the total amount of money is and if marketing has been effective. Heinrich stated in 2009 the total allocated amount was \$60,000; for 2010 the amount will be \$55,000. Because of the increased occupancy rate and website traffic, the coalition believes the marketing that has been done, has been effective. Additionally, the coalition will try to obtain grants in 2010, and will look for other funding opportunities.

Councilmember Berry-Maraist stated the Community Services committee discussed the process to allow new members to join the coalition and cost savings with advertising as group.

MOTION: Lord/McGinty. Move to approve to continue the marketing coalition using hotel-motel tax dollars for 2010.

Motion carried unanimously. Absent: Stern

Councilmember Rudolph questioned what events have been approved by Council; Councilmember Lord stated the Community Services Committee will compile a list of events and status of their approvals.

8. DEPARTMENT/COMMITTEE REPORTS

- a. Public/Safety Legal Committee: Councilmember McGinty reported on:
- The first Annual Report from Police Chief Swiney
 - Proposed Harvest Fest beer garden
 - Poulsbo Street Dance road closure on August 15, 2009
 - Update on red light camera litigation
 - Order of protection will now be done by Poulsbo Municipal Court

- COPPS Night Out on August 4, 2009
 - Police overtime for Viking Fest was 237 hours, approximately \$13,270; \$4558 was budgeted for overtime. The July 3rd Fireworks overtime cost was \$4271.
 - Mutual Aid and Department of Emergency Management Interlocal Agreements will come forward to Council on August 5th.
- b. Poulsbo Trails Committee: Councilmember Berry-Maraist commented on the great progress of the committee and attendance by the National Parks Service Consultant's at a meeting.
- c. Councilmember Berry-Maraist stated the Washington State Department of Transportation (WSDOT) has informed the City they will not be closing Highway 305 during the culvert replacement project. Instead, WSDOT will be using a boring (pipe jacking) method to replace the culverts.
- d. ~~Kitsap Regional Coordinating Council (KRCC) Transpol~~: Councilmember Erickson commented on discussion regarding the Transportation 2040 plan and the response deadline has been extended by two weeks. Erickson urged citizens to review the document and submit input.
- e. Finance/Administration Committee: Councilmember Lord reported sales tax for April, is down 12%; Finance Director Booher is recommending the committee review the 2009 budget in September to discuss what changes, if any, need to be made. The committee requested council guidance whether to continue to reviewing the projections for two more months, or take action now.

Councilmember Rudolph commented the council should look at 2009 projections and actual only, and not compare 2008 numbers due to the condition of the economy in 2009. Rudolph further stated he does not feel any budget shortfalls should be pushed onto staff, specifically furloughs; if cuts need to be made it should be to services and level of services; the purpose of the revenue stabilization fund, it for situations such as this.

Councilmember Crowder recommended the council review the information provided by the Finance Director, discuss the issue in August and make a decision at that point.

9. CONTINUED COMMENTS FROM CITIZENS

- a. Adele Heinrich, Poulsbo Chamber of Commerce, commented on the improved security at the Poulsbo Fireworks on July 3rd and she is working with the military to help with security for the Street Dance.

City Clerk Boltz explained an office clerk in the Clerk's Department will be out on medical leave for 3 weeks, and the potential need to bring in a casual laborer. Finance Director Booher stated the Finance/Administration Committee concurred to allow approximately \$1000 for a casual labor, which would be incorporated in a quarterly salary and wages amendment.

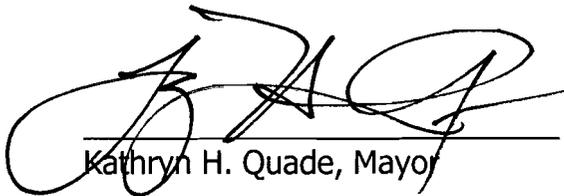
10. EXECUTIVE SESSION- POTENTIAL PROPERTY ACQUISITION

MOTION: Crowder/Rudolph. Move to hold the 45 minute executive session, and adjourn the Council meeting from executive Session. Motion carried unanimously. Absent: Stern

At 9:10 PM Mayor Quade convened council into a 45 minute Executive Session for the purpose of discussing potential property acquisition pursuant to RCW 42.30.110(b). City Attorney Haney was present via conference call.

11. ADJOURNMENT.

Meeting adjourned at 9:55 PM.



Kathryn H. Quade, Mayor

ATTEST:



Jill A. Boltz, City Clerk