

# POULSBO CITY COUNCIL MEETING OF SEPTEMBER 3, 2008

## MINUTES

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

### MAJOR BUSINESS ITEMS

- \* \* \* Payroll – August 1-31, 2008
- \* \* \* Minutes of June 4, 2008
- \* \* \* Minutes of July 2, 2008
- \* \* \* Authorization for the Mayor to Sign an Annual Support Agreement with Efficiency, Inc. for the Council Recording System
- \* \* \* Centennial Park Grading Project
- \* \* \* Discussion: Council Workshops and Study Sessions

### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

### 2. MAYOR'S REPORT AND CHANGE TO AGENDA

- a. Proclamation- Payroll Week: Mayor Quade proclaimed the first full week of September as Payroll Week.
- b. New City Hall update: Mayor Quade announced the groundbreaking for the new City Hall is scheduled for September 9, 2008 at 3:00 PM and City Hall will be closed from 3:00 PM to 3:30 PM.

Gary Tusberg, Kitsap County Consolidated Housing Authority and City Hall Project Manager, provided an update on the new City Hall project, advising the design development phase is complete and a cost estimate will be provided at the next Council meeting.

- c. Update: Agreements signed by the Mayor: Mayor Quade reported she had signed the following agreements:
  - City of Forks - Agreement for Prisoner Confinement Services
  - Shovel & Co. - Centennial Park Sculpture
  - Statement of Work Agreement with the State of Washington, Office of the Secretary of State, Archives & Records Management Division

for Scanning and Microfilming Services as part of the records grant received by the City Clerk's office.

- d. Dan Fischer of Fischer Construction requested a construction work hours variance for the football stadium project, on September 4<sup>th</sup> and 5<sup>th</sup>, 2008, in order for the football game on Saturday, September 6<sup>th</sup> to go on as scheduled.

**MOTION:** Lord/Berry-Maraist. Move to authorize Fischer Construction to be allowed to extend their working hours, no later than 10:00 PM on September 4<sup>th</sup> and 5<sup>th</sup>, 2008.

Motion carried unanimously.

- e. Mayor Quade reported she attended the DaVinci robot unveiling, at Harrison Hospital Silverdale.
- f. Mayor Quade reported she spoke Tolvil Brecka an author from Halden, Norway, Poulsbo's Sister City. Brecka presented the Mayor with a book and flag of Halden.

### **3. MAYOR AND COUNCIL DISCUSSION**

- a. Councilmember Berry-Maraist expressed her appreciation to the Planning Department for their hard work with the multiple task force projects they have working on. Berry-Maraist also advised she attended a Commissioner's Meeting on the Interlocal Agreement for the Parks and Recreation Center, where the Commission advised they will not be provided funding for the Park and Recreation Center.
- b. Councilmember Stern reported he attended the Greater Poulsbo Chamber meeting where there was discussion regarding the new City hall project and the sale of the existing City Hall site for best use of the site.

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

- a. Finance/Administration Committee: Councilmember Erickson reported the Committee discussed and is recommending approval of the Efficiency Inc contract.
- b. Community Services: Councilmember Berry-Maraist reported on the Centennial Park grading project bids which came in approximately 12% below the engineers estimate and the committee's recommendation to approve the base bid and alternate, which includes parking.

## 5. CITIZEN COMMENTS

- a. Bob Theal, Commander of the American Legion, spoke regarding the upcoming anniversary of September 11<sup>th</sup> and announced he will be coordinating a Freedom Walk in remembrance of September 11<sup>th</sup>. Theal provided a proposed route for the walk and an overview of the event. Mayor Quade asked Theal to provide an update on the event details and a more accurate number of attendees, at the next Council meeting.

## 6. CONSENT AGENDA

**MOTION:** McGinty/Stern. Move to approve Consent Agenda items a through c.

Motion carried unanimously

The items listed are:

- a. Payroll – August 1-31, 2008
- b. Minutes of June 4, 2008
- c. Minutes of July 2, 2008

## 7. MAJOR BUSINESS ITEMS

### a. Authorization for the Mayor to Sign an Annual Support Agreement with Efficiency, Inc. for the Council Recording System

**MOTION:** Crowder/McGinty. Move to authorize the Mayor to sign the Technical Support Agreement with Efficiency, Inc. for the Council recording systems in the amount of \$688.53.

Motion carried unanimously.

### b. Centennial Park Grading Project

Parks and Recreation Director McCluskey informed Council of the \$1,000 grant received from the Suquamish Tribe for plants at Centennial Park. The project will begin in 2 weeks and will take approximately 3 weeks to complete.

**MOTION:** Lord/Erickson. Move to award the base bid and alternate A bid for Centennial Park to Juhl Development in the amount of \$42,625.50 and subject to the City Attorney's approval of the contract documents. Direct staff to move forward on any necessary budget amendments with the project and give the Mayor authority to authorize change orders up to 10% of the Contract Price.

Motion carried unanimously.

**c. Discussion: Council Workshops and Study Sessions**

City Clerk Boltz stated this discussion item is the result of the Council Retreat, where the topic of workshops and study sessions was briefly discussed. Boltz proposed that matters requiring significant Council discussion be scheduled for a workshop, eliminating the need for items to go to multiple committees. The objective would be for staff to present identified subjects to the entire Council resulting in the productive Council discussion, direction to staff, referral to committee and reduction of overall staff time. Other options discussed included alternative meeting schedules, with the option of the third Wednesday being a Study Session and/or meeting an hour prior to a regularly scheduled Council meeting.

Councilmember Stern expressed his concern with adding an additional meeting and the time allowance at regular Council meetings with heavy agendas, for additional Study Session/Workshop items.

Mayor Quade recommended the Council try the workshop format to see how it works and if it is feasible.

Councilmember Erickson stated that some large, complex issues need to be brought to the individual Committees and require in depth discussion prior to coming to Council. Councilmembers Erickson and Berry-Maraist recommended Council Committee Reports be moved up on the Agenda, to allow for ample time to get through all the reports.

Councilmember Rudolph, Crowder, Lord and McGinty support the idea of workshops; however Councilmember Rudolph felt larger, complex topics which cross multiple committees would get more value from the committee system.

The Council concurred to revisit the issue after the review meeting from the Council Retreat.

**8. DEPARTMENT/COMMITTEE REPORTS**

- a. Chief Swiney reported the Police Open House was successful and thanked all who attended.
- b. Finance/Administration Committee: Councilmember Erickson provided an overview on department and non-departmental budgets and advised the Small Business Development Center and Washington CASH have requested additional funding for 2009, the Committee denied both

requests and requested both organizations come to the Committee to discuss their New Program Requests.

Councilmember Stern reported on discussion regarding developing a policy and criteria for out of cycle budget requests, including emergency and non-emergency budget amendments.

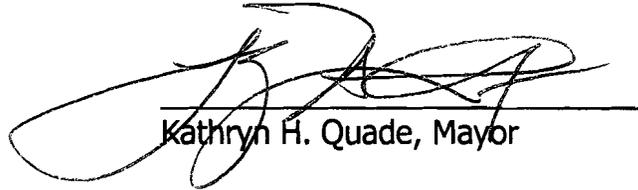
- c. Public Works Committee: Councilmember McGinty reported on the budget presentation from the Public Works including the Engineering Department and the Enterprise funds; and reviewed the Citizens Advisory Group information for the sewer rate structure.
- d. Traffic Demand Management Work Group: Councilmember Rudolph highlighted issues the work group reached consensus on:
- Diverting traffic away around the downtown core; minimizing the cut through traffic.
  - Adding three-way or four-way stops at some intersections (ex. Sunset Street and Front Street)
  - Make the downtown neighborhoods more pedestrian friendly.
  - Phasing in all way stops (ex. Hostmark Street and 6<sup>th</sup> Avenue)
  - One way traffic on 3<sup>rd</sup> Avenue, from Hostmark Street and Iverson Street and Front Street from Jensen Avenue and Young Street.
  - Change the five-way stop at Lincoln Road, to two four-way stop intersections.
  - Using the concept of raised crosswalks.
  - Establishing Front Street as a "Signature Street", from Sunset Street to downtown, as an entrance way to downtown.
  - Options at Bond Road, Lindvig and Front Street, to discourage people from cutting through Bond Road to get to Highway 305.

## 9. COUNCILMEMBER COMMENTS

- a. Councilmember Berry-Maraist reported on the following:
- Public Facilities District: Discussion regarding the proposed North Kitsap Metropolitan Parks District.
  - North Kitsap School Board: The Board approved the additional funds to keep the North Kitsap pool open until the end of 2008.
  - Downtown Parking Study: Discussed parking enforcement on Anderson Parkway with the desire to initially have free short term, 3-hour parking and then go to a fee system for paid parking, allowing for long term parking.

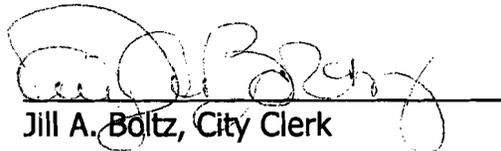
**10. ADJOURNMENT**

**MOTION:** Stern/McGinty. Move to adjourn at 9:29 PM.  
Motion carried unanimously.



Kathryn H. Quade, Mayor

ATTEST:



Jill A. Boltz, City Clerk