

POULSBO CITY COUNCIL RETREAT MEETING OF OCTOBER 13, 2008

MINUTES

PRESENT: Mayor Quade; Councilmembers: Berry-Maraist, Crowder, Erickson, Lord, McGinty, Rudolph, Stern.
Staff: Baker, Berezowsky, Boltz, Booher, Loveless, Stephens, Swiney.
Also present: Gary Tusberg, Kitsap Consolidated Housing Authority; Laroy Gant and Ross Jamieson, Lewis Architecture.

Mayor Quade called the meeting to order at 5:02 PM

1. New City Hall Project Overview and Timeline

Mayor Quade provided an overview of the history of the City Hall project; the current economic status and what that may mean for the financing plan and potential sale of City properties.

Gary Tusberg, Kitsap County Consolidated Housing Authority, provided an update on the following:

- Construction: The permitting process, demolition and design phase of the project is complete. The excavation work is underway and will be complete within a week.
- Design: The initial programming, design concept and schematic stage is complete. The construction drawings will continue through excavation and will be presented for approval in early January. Acceptance and awarding of construction bids are tentatively planned for late February, with construction beginning in April, contingent on securing financing for the project.

2. Financing Schedule/Bonding Review

Finance Director Booher reported on the financing plan and continued discussion with Kitsap County District Court regarding their proposed space in the new City Hall. The County does not want to lease the space; therefore several partial ownership options are being discussed. Booher advised the City has cash flow to cover construction through December, carrying the project through site work, which gives the City some time for the bond rates to come down. Due to the fact that the City must have funding secured prior to going out for bid, Booher provided options if the rates do not decrease; wait a couple months before going

out for bid, obtain a short term note, and refinancing when interest rates are down to a standard level.

Booher advised once she has definitive numbers from the County regarding the District Court inclusion in City Hall, she will adjust the financing plan accordingly and present it to Council.

Councilmember Berry-Maraist expressed concern regarding the affordability of the City Hall project given the economic instability, increasing expenditures and decreasing revenues.

Councilmember Stern noted surrounding jurisdictions financial positions do not describe Poulsbo's position, however other projects will need to be put on hold to afford the City Hall project.

3. Accommodations for Municipal/District Courts and Police

Mayor Quade presented the option of potentially including the Police Department into the new City Hall and an overview of the space needs and requirements.

Court Administrator Baker voiced her concern regarding the idea of having Municipal Court administrative offices on a different floor from the courtroom, due to security and safety issues and the convenience for the public to complete paperwork after court appearances.

Councilmember Rudolph advised he did not feel moving Municipal Court administration office to another floor or moving the police department into City Hall would be beneficial, noting that each would be decreasing their space from what they have currently and would not be able to fit into the reduced space. The Police Department would also need to several parking spaces for police vehicles, which would decrease the amount designated for staff and the public.

Meeting reconvened at 6:50 PM after a 20 minute break.

Councilmember Berry-Maraist expressed her concern over the size and cost of the building, and presented three proposals; a) include Police Department on 1st floor, down size Court office space, with the Council Chambers doubling as the Court room, and leasing out a portion on the 3rd floor; b) scale down Court office space, with the Council Chambers doubling as the Court room, and the 3rd floor as future expansion space; c) scale down Court office space, with the Council Chambers doubling as the Court room, and the north side of the building, 2nd and 3rd floor would be future expansion space.

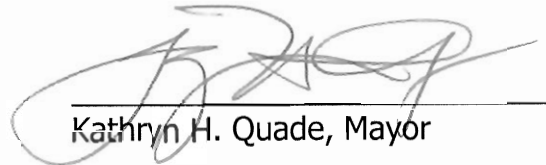
Councilmember Erickson expressed concern over the affordability of City Hall, and felt the building needed to be scaled down or filled to capacity. Erickson also advised that she would be resigning from the Project Team.

The Council, staff and architects discussed the affect of modifying the building plans, including the added time and cost. After much discussion, a majority of the Council agreed that the building design should remain as is and to proceed with the project as planned.

Mayor Quade advised the including of District Court into City Hall is still to be determined and proposed she discuss the possibility of sub-leasing office space to other local agencies, to help defray some of the project costs.

Mayor Quade thanked everyone for their participation and input.

Meeting adjourned at 8:45 PM.



Kathryn H. Quade, Mayor

ATTEST:



Jill A. Boltz, City Clerk

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