

# POULSBO CITY COUNCIL MEETING OF MAY 6, 2009

## MINUTES

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

### MAJOR BUSINESS ITEMS

- \* \* \* Proclamation: Municipal Clerks Week
- \* \* \* Payroll – April 1-30, 2009
- \* \* \* Minutes of February 19, 2009 Special Council Meeting
- \* \* \* Minutes of March 17, 2009 Joint City Council/Planning Commission Meeting
- \* \* \* Minutes of April 1, 2009 City Council Meeting
- \* \* \* Presentation- Poulsbo Fire Chief Dan Olson
- \* \* \* 7:15 PM Public Hearing: Vetter Road Right of Way Vacation
- \* \* \* Fire Prevention Services Contract
- \* \* \* Carryover Discussion

### 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 Jillian Wolkowski to lead the Pledge of Allegiance.

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

- a. City Hall update: Public Works Director Loveless reported JTM Construction submitted their bond and insurance; and the contract was officially executed by Mayor Quade May 5<sup>th</sup>. The pre-construction conference is scheduled for May 11, 2009 and the completion date is approximately August 2010. Mayor Quade advised the Project Team will now be meeting monthly, on the 1<sup>st</sup> Wednesday of each month.

Councilmember Erickson explained a separate contingency line would be established to isolate the substantial difference in dollars budgeted and the actual bid, until such time as the other properties included in the City Hall financing package are sold.

- b. Proclamation: Municipal Clerks Week:** Mayor Quade read and proclaimed the week of May 3<sup>rd</sup> through May 9<sup>th</sup>, 2009 as Municipal Clerks Week; and presented the proclamation to City Clerk Boltz and Deputy Clerk Stephens.
- c. Employee Commendation:** Mayor Quade presented Robin Cantwell, Parks and Recreation Department with an Employee Commendation, chosen by City staff.
- d. Police Department – Student Advisory Board Introductions:** Chief Swiney provided an overview and the purpose of the Student Advisory Board, and introduced members of the board: Doug Vogel, Amber Hoak, Tyler Rencher, Crizel Romias, Biancalei Sharp, Alex Smith, Jonah Stickney and Shelby Rosebeary.
- e.** Mayor Quade reported she and Councilmember Stern attended the 10<sup>th</sup> Anniversary of Kitsap County Drug Court Commencement on April 24<sup>th</sup>, which was broadcast on Bremerton Kitsap Access Television (BKAT). Mayor Quade noted funding for the program will continue for next year.
- f. Kitsap Regional Coordinating Council (KRCC):** Mayor Quade reported:
- KRCC is requesting City Councilmembers provide their thoughts on what the future of Kitsap County should be, relating to shorelines, water, mountains and forests; and the review of the county wide planning policy and growth pattern.
  - The Council will be provided summary notes from the Shoreline Master Plan update and process. Planning Director Berezowsky provided an updated on the Shoreline Master Plan update, advising the Department of Ecology has announced they will be funding the process.
  - Mayor Coppola, City of Port Orchard, has requested the annexation revenue sharing interlocal agreement be reviewed. KRCC is requesting two Councilmembers from each jurisdiction participate in the process.  
Councilmember Erickson volunteered to take part in the revenue sharing interlocal agreement discussion.
  - KRCC Spring Legislative dinner will be held on June 4, 2009, at the Oyster Bay Inn, Bremerton.
- g.** Mayor Quade commented on Senator Rockefeller's report on the Legislative session, and the College Bound Scholarship Program for 8<sup>th</sup> and 9<sup>th</sup> graders. The deadline to sign up for the scholarship is June 30<sup>th</sup>.

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

- a. Mayor Quade announced KRCC will be establishing a trails working group, and is looking for volunteers.
- b. Councilmember Rudolph questioned how the remaining funds will be used from the medical reimbursement plan that is no longer needed. Finance Director Booher advised there will still be payouts for 2009 from those funds, as well as Fire Officers sick leave cash out, and PERS1 cash outs. Rudolph requested an explanation be included on the next quarterly budget status report.

Rudolph also reported on his attendance at a Kitsap County Department of Emergency Management workshop where there was discussion on how churches can prepare for disasters and can help serve the community in the event of a disaster. The County intends to have one severe (cold) weather shelter set up at the Salvation Army in Bremerton, ready to open during the time period of, November 2009 through March 2010. Rudolph also commented the Red Cross continues to discuss and hopes to have a shelter open in Poulsbo this winter.

- c. Councilmember Lord reminded the Council and citizens of the postal fundraiser for Fishline, on May 9<sup>th</sup>.
- d. Councilmember Erickson requested an update on the Poulsbo High School mock car crash on Mesford Street; Chief Swiney advised the event was very successful.
- e. Councilmember Stern commented a grant was awarded to Kitsap County, through KRCC for the Telework Pilot Project. Stern also presented the new Poulsbo Community brochure prepared by the Poulsbo hotel/motel marketing coalition.

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

None.

### **5. CITIZEN COMMENTS**

- a. Tony DiCarlo, Ridgewood neighborhood, commented on the connectivity between 23<sup>rd</sup> Avenue and Languanet, and questioned when the issue would be discussed and decided upon.

## 6. CONSENT AGENDA

Councilmember Rudolph requested Consent Agenda item d, minutes of April 1, 2009, be removed for discussion; requesting his comments regarding the timing of the Highway 305 culvert replacement project be included.

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

Motion carried unanimously

The items listed are:

- a. Payroll – April 1-30, 2009
- b. Minutes of February 19, 2009 Special Council Meeting
- c. Minutes of March 17, 2009 Joint City Council/Planning Commission Meeting
- d. ~~Minutes of April 1, 2009 City Council Meeting~~

**MOTION:** Rudolph. Move to approve Consent Agenda items d, as amended.  
Motion failed for lack of a second.

Councilmember Berry-Maraist requested the additional comments be added to the minutes and brought back to Council for review and approval.

## 7. MAJOR BUSINESS ITEMS

### a. 7:15 PM Public Hearing: Vetter Road Right of Way Vacation

Mayor Quade opened the public hearing at 7:50 PM.

Assistant Public Works Director provided a brief summary of the request from Kitsap Transit to vacate the Vetter Road right of way, their intent to combine their two properties and the proposed street improvements. The improvements would include sidewalks, curb and gutters, street lights and allow for a 30 foot right-of-way.

Councilmember Berry-Maraist questioned if the property to the south of Kitsap Transit's property is in agreement to give up a 30 foot right-of-way, due to the new road; Kasiniak stated they did not have that information.

Mayor Quade requested citizen comments.

- a. James Grigar, Vetter Road, expressed concern on the city giving up a 60 foot right of way for a 30 foot easement, the preservation of the greenbelts on the existing road and ingress/egress on the

proposed road. Grigar also noted the amount of noise from the current Kitsap Transit building.

- b.** Phil Colcord, Vetter Road, commented on the future development of Vetter Road and the noise from the Kitsap Transit building; requesting there be a stipulation the buses not be allowed to use ingress and egress off of the proposed new road. Colcord further suggested the new road be named Haines Road, due to the fact that Ms. Haines was responsible for getting the original road put in.
- c.** Steve Hill commented on the need for a traffic signal due to the increased traffic from the housing development on Vetter Road, and not allowing bus access to the proposed road.
- d.** Jeff Haines expressed his support for the right of way vacation; with the understanding buses will not use the proposed road.

Wendy Clark-Getzin, Kitsap Transit, clarified the intent is to not use the new road for bus access and plans on building up the green belt area; adding there would be sidewalk improvements to the new road and NW Vetter Road, and improved pedestrian traffic circulation.

Mayor Quade closed the public hearing at 8:12 PM.

Councilmember Berry-Maraist questioned whether Kitsap Transit provided land to the Cooperation Road improvement; Clark-Getzin advised Kitsap Transit provided land and easements for the Vetter Road development.

Councilmember Rudolph questioned how the right of way was originally acquired, stating the previous ownership information is usually provided to the Council. Kasiniak advised the ownership research was not done, due to Kitsap Transit owning both pieces of property connected to the right of way.

Councilmember Stern questioned if the Planning Department has reviewed mitigation on the proposed use of the existing Kitsap Transit facility. Planning Director Berezowsky stated the current facility was built under county jurisdiction and no additional permits were necessary. Since the city inherited the project, the Planning Department has been working with Kitsap Transit to bring the facility into compliance with city zoning and codes.

Councilmember Rudolph questioned if the approval of the vacation can be conditioned upon items that can only be accomplished by a site plan, such

as the proposed sidewalk improvements and buffers; and access off of Viking Road only. Berezowsky explained a vacation is not a land use action, therefore cannot be mitigated. Councilmember McGinty questioned how the conditions, such as no ingress or egress on Vetter Road, will be documented. Kasiniak stated the street improvements are included in the ordinance, suggesting the condition for access only on Vetter Road, from Viking Avenue, be added.

Councilmember Erickson requested clarification on the specific improvements proposed on Vetter Road and if it includes a buffer; Kasiniak stated a continuous sidewalk would be placed on the east and west side of Vetter Road, and the new road; buffers would be a condition of the site plan and required by the Planning Department.

Councilmember Lord requested clarification on the street improvement relating to street lights; Kasiniak stated the improvements will include street lights, curb gutter, and a 5-foot sidewalk. Lord further requested clarification on existing and future buffer requirements, and if additional buffering can be required; Berezowsky stated the City would not have the authority to require additional buffering.

Councilmember Rudolph proposed an additional condition to the ordinance to include, access to the aggregated property be only from Viking Avenue; Council concurred.

**MOTION:** Rudolph/Lord. Move to adopt Ordinance 2009-07, an ordinance of the City of Poulsbo, Washington, vacating NW Vetter Road between Viking Way NE and Vetter Road NE, subject to conditions including the added condition of no access allowed except from Viking Avenue to the new aggregated property, in lieu of monetary compensation, and establishing an effective date  
Motion carried unanimously.

**b. Presentation- Poulsbo Fire Chief Dan Olson**

Dan Olson, Poulsbo Fire Chief, provided an overview of the services provided by the fire department. The department currently has a 5 minute, 11 second response time; responds to approximately 3600 calls per year; and has 47 employees. Olsen stated with decreasing revenues, the department is minimizing their expenditures by not hiring approved and vacant positions, identifying critical services, and services citizens need and expect from their fire department.

Olsen stated the number one cause of residential fires is stove top fires, and the number one contributing factor is unattended cooking. Olson urged citizens to not leave the stove top when cooking.

Councilmember Stern questioned if there is way to coordinate the amount of response units dispatched to low or medium risk calls. Olson stated the department dispatches to the median of the risk called in, and what would need to be accomplished rapidly.

Councilmember Erickson questioned what the revenue decline percentage that is anticipated; Olson stated it is projected there will be a 10% decline of revenue for 2010.

**c. Fire Prevention Services Contract**

Planning Director Berezowsky reported the new agreement with Fire District No. 18, allows the city to collect fees for various services, such as inspections, building inspections, and fire and sprinkler inspections. The previous contract required the city to pay an annual fee for providing fire protection services. With the new agreement the city will pass the fees collected from the development community for services, on to the fire district. The city will continue to pay for fire protection inspections the fire district does on an annual basis. The Public Works Committee has reviewed the new agreement and recommends approval.

**MOTION:** McGinty/Stern. Move to approve the Mayor to sign on behalf of the City of Poulsbo, a new Interlocal Agreement for Fire Protection Services between the City of Poulsbo and Kitsap County Fire Protection District No. 18 and Resolution No. 2009-06 adoptions amendments to the Planning and Building Department's fee schedule contained in Exhibit A. Motion carried unanimously.

**d. Carryover Discussion**

Finance Director Booher provided a summary of the 2008 carryover dollars and carryover requests that were previously approved, which included:

- Records Management Grant
- Casual Labor and overtime in Municipal Court
- Planning Department- Professional Services for Shoreline Master Plan
- Public Outreach and Environmental Impact Study for the Comprehensive Plan
- Informational Services- Website redesign

- Annexation revenue sharing funds for 2008
- Medical benefits change
- City Hall funds- transfer revenue funds from General Fund to the project for the funding structure.

Booher presented the new program requests that were not previously approved during the budget process; the Finance/Administration Committee concurred on funding the following:

- Police- Overtime, fire arms training, bullet proof vests
- City Clerk- Additional training funds for Professional Development courses
- Human Resources- .25 FTE position (existing employee) for additional support
- Street Equipment- Bobcat skid street loader

Councilmember Berry-Maraist requested clarification on what the Bobcat street loader was, and whether renting or leasing options were considered. Mayor Quade explained it was more cost effective to purchase the equipment versus a rent/lease option.

Councilmember Lord explained the committee did not recommend approval for the request for Police car wash contract, because the committee felt the take home car policy needs to be reviewed first and the car wash contract will be included in the review. The committee is not looking at eliminating the program; it needs to be reviewed to ensure the program is still cost effective.

Councilmember McGinty questioned what the current guidelines are to be eligible to take home a police vehicle. Police Chief Swiney advised the take home car policy has never been put in writing, so there are no current guidelines.

Councilmember Rudolph clarified the car wash contract is a new program request and separate issue; the take home car policy is something that should be addressed during union negotiations.

Councilmember Crowder questioned how the police vehicles are currently being washed; Swiney advised the police officers are either washing the vehicles at their residence or paying out of pocket to have them washed.

Councilmember Berry-Maraist questioned why the downtown visioning design study was removed from the project list to move forward in 2009; expressing concern that downtown visioning and Viking Avenue improvements were being shelved. Booher explained Planning Director



Berezowsky stated the Planning Department would not have the time to get to the study this year, due to the work being done on the Comprehensive Plan and the Shoreline update. Due to the study being a onetime funding item, it could be brought back as a budget amendment if necessary.

Councilmember Lord reported the Finance/Administration committee:

- Recommends approval of all carryover and new program requests, with the exception of the Police car wash contract; the contract should be tabled until after union negotiations.
- Real Estate Excise Tax (REET) is down approximately 70%, and will continue to be monitored closely; the committee will not make any recommendations until a 6 month trend can be reviewed.
- Sales tax is down approximately 20% for April and approximately 18% lower than this time last year.
- Recommends approval of the extension of the Park and Recreation building study contract with Krazan; with a maximum of \$15,000 up to phase 1, which would provide as built information and condition of the building.
- Recommends authorization to issue a Request For Proposal (RFP) for an Information Technology (IT) consultant for the new City Hall needs; will be funded out of the City Hall budget.
- Review of the Exempt Employee Salary Survey still needs to be completed, and will occur once the 6 month trend is reviewed. Mayor Quade stated the Council would not be following the policy which they set to review the salary survey in 2008.

**MOTION:** Rudolph/Lord. Move to extend the meeting to complete the carryover discussion agenda item.

Yes: Berry-Maraist, McGinty, Crowder, Rudolph, Lord, Erickson. No: Stern.  
Motion carried.


**MOTION:** Lord/Erickson. Recommend carry over adjustments as recommended by the Finance/Administration Committee, and direct Finance Director Booher to prepare the necessary budget amendments.

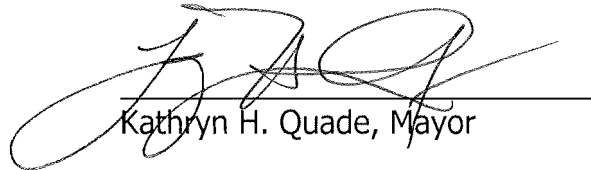
Yes: Berry-Maraist, McGinty, Rudolph, Lord, Erickson, Stern. No: Crowder.  
Motion carried.

**8. ADJOURNMENT**

Meeting adjourned at 10:01 PM.

ATTEST:

  
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Jill A. Boltz, City Clerk

  
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Kathryn H. Quade, Mayor