

POULSBO CITY COUNCIL MEETING OF OCTOBER 7, 2009

MINUTES

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

MAJOR BUSINESS ITEMS

- * * * Payroll – September 1 – 30, 2009
- * * * Minutes of June 3, 2009 City Council Meeting
- * * * Minutes of August 12, 2009 City Council Meeting
- * * * Minutes of August 19, 2009 City Council Meeting
- * * * Park Use Request: North Kitsap High School Pep Rally
- * * * 7:15 PM Public Hearing: 2010 Revenue Sources
- * * * Budget Process Revenue and Expenditure Review
- * * * Proposed Preliminary Budget
- * * * Set Public Hearing for 2010 Final Budget
- * * * City Offices Closures
- * * * PaperVision Document Management Software Request

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Quade called the meeting to order in the Council Chambers at 7:05 PM and lead the Pledge of Allegiance.

2. MAYOR'S REPORT AND CHANGE TO AGENDA

- a. New City Hall update: Public Works Director Loveless reported concrete has been placed on the parking decks; the shot crete will be complete next week. The second level slab will be poured structural steel will be onsite by October 23rd. The contract is still on schedule, with completion of the project by mid May 2010.

Mayor Quade reported site visits will be held this Saturday, as well as an Open House and site visit on October 21st.

- b. Agreements signed by the Mayor: Mayor Quade reported on the following agreements that she has signed:

- 07/29/2009- Parametrix, Inc. – Viking Avenue Phase 3A – Amendment No. 3 in the amount of \$13,449

- 09/17/2009- Administrative Office of the Courts – Reimbursement of interpreter services. No cost to city, reimbursement of \$293.
 - 09/21/2009- AllianceOne – Contract Update and General Administrative Order (GAO) which allows cases to be assigned to collection and allows collection fees and interest to be assessed. – No rate change.
- c. Mayor Quade informed council she has requested Department Heads to review their department budgets and report back what a 5% across the board decrease would look like.
- d. Proclamation- Leif Erickson Day: Mayor Quade read and proclaimed October 9, 2009 as Leif Erickson day, presenting the proclamation to Mark and Janice Peterson, and Denise Bauman.

3. MAYOR AND COUNCIL DISCUSSION

- a. Mayor Quade announced business agenda item f, Budget Amendment for South Viking Avenue Project Phase 3A & 3B will be removed from the agenda and brought forward at a future meeting.
- b. Councilmember Stern commented on a Seattle Times article regarding a 24-hour intersection video system now being used by the Medina Police Department.

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

- a. Community Services Committee: Councilmember Lord reported the committee concurred on the proposal for the North Kitsap High School Pep Rally, as long as all interested parties were in agreement.
- b. Public Works Committee: Councilmember Rudolph reported Budget Amendment for South Viking Avenue Project Phase 3A & 3B was recommended for approval by the committee, with a 2-0 vote; Councilmember Berry-Maraist abstained. However, the item has been pulled from the agenda.

5. CITIZEN COMMENTS

None.

6. CONSENT AGENDA

MOTION: Lord/McGinty. Move to approve Consent Agenda items a through d.

Motion carried unanimously.

The items listed are:

- a. Payroll – September 1 – 30, 2009
- b. Minutes of June 3, 2009 City Council Meeting
- c. Minutes of August 12, 2009 City Council Meeting
- d. Minutes of August 19, 2009 City Council Meeting

7. MAJOR BUSINESS ITEMS

a. Park Use Request: North Kitsap High School Pep Rally

Parks and Recreation Director McCluskey introduced Joel Brose, Associated Student Body President for North Kitsap High School (NKHS). Rosey reported on the proposed NKHS pep rally and parade on October 22, 2009, from 5:00-9:00 PM, with 4th Avenue and Hostmark closed from 6:00-6:45 PM; and is requested after hours use of Liberty BayPark from 5:00-9:00 PM. Rosey stated approximately 21 parking spaces will be needed behind the Antique Mall.

Councilmember Berry-Maraist reported the Community Services Committee requested Rosey contact the Poulsbo Police Department and the downtown merchants. Rosey stated he is working with the Police Department for the road closures and has been in contact with the Historic Downtown Poulsbo Association.

Rosey stated there will be a bonfire in the fire pit, a fire permit has been approved; and four police officers will be hired for the road closures and event supervision.

MOTION: Lord/Erickson. Move to approve the North Kitsap High School request to hold a pep rally in Liberty Bay Park on October 22, to include a parade, reserve parking stalls in Anderson Parkway, and be allowed to remain in the park until 9:00 PM.

Motion carried unanimously.

b. 7:15 PM Public Hearing: 2010 Revenue Sources

Mayor Quade opened the public hearing at 7:27 PM.

Finance Director Booher presented the 2010 Revenue Sources as included in the proposed preliminary budget, which has General Fund Operating budget of \$8,084,566. Booher reviewed the 2010 projected sales tax and

2010 property tax; and explained how the property tax levy is calculated. The 2010 Preliminary budget will be distributed on November 1st and the property tax levy will be set on November 4th.

Mayor Quade requested public comments, No comments were received. Mayor Quade closed the public hearing at 7:45 PM.

MOTION: Stern/Berry-Maraist. Move to close the public hearing for the 2010 Revenue Sources.

Motion carried unanimously.

c. Budget Process Revenue and Expenditure Review

Finance Director Booher reviewed the budget process, the budgeted funds, and revenues and expenditures. Booher stated revenues and expenditures are tracking a little less than 2008. Booher also reviewed the sales tax rate and how it is distributed among the city, state and other agencies; and how the city is receiving sales tax, by type.

d. Proposed Preliminary Budget

Finance Director Booher stated the proposed preliminary budget will be distributed on October 30, 2009.

e. Set Public Hearing for 2010 Final Budget

MOTION: McGinty/Lord. Move to set public hearing for November 4th at 7:15 PM, to allow the public time to address the Council regarding the 2010 Budget.

Motion carried unanimously.

f. City Offices Closures

City Clerk Boltz reported on the request to close city offices at noon on December 24, 2009 and December 31, 2009, as years past.

MOTION: McGinty/Crowder. Move to adopt Resolution 2009-13, a resolution of the City Council of the City of Poulsbo, Washington, declaring Thursday, December 24, 2009 and Thursday, December 31, 2009 beginning at 12:00 PM (noon) as city office closures.

Motion carried unanimously.

g. PaperVision Document Management Software Request

City Clerk Boltz reported the Finance/Administration Committee has discussed and recommends approval of the PaperVision Document Management Software. In an effort to reduce the amount of paper being stored, the Clerk's office would like implement an electronic records management system. The Clerk's office has researched several companies and has determined that MuniMetrix is the best and most economical option. Boltz stated she is requesting two licenses for the Clerk's department to begin with and eventually work with other departments.

MOTION: McGinty/Lord. Move to approve the purchase of the PaperVision Document Search and Retrieval software and authorize the Mayor to sign the contract documents.
Motion carried unanimously.

8. DEPARTMENT/COMMITTEE REPORTS

- a. Parks and Recreation Director McCluskey reminded the council of Poulsbo Park Day on Saturday, October 10, 2009.
- b. Economic Development Committee: Councilmember Stern reported on the County Commissioners has approved the Westbury Incorporated location in North Trees, near Breidablik. The next meeting is scheduled for October 14th, where the Historic Downtown Poulsbo Association budget and work program will be reviewed and discussed.
- c. Finance/Administration Committee: Councilmember Stern reported on:
 - Prosecutor Contract- Review of the contract and level of service provided; the current contract expires December 31, 2010.
 - Review of the Defense Attorney current contract; David Rovang is requesting a contract renewal with an escalator increase included. The Public Safety/Legal Committee will be reviewing the contract as well and provide a recommendation.
 - Recommendation for replacement of two Police vehicles to be funded from the 2009 budget, half the cost of one of the vehicles will be paid for by the Suquamish Tribe grants; and will review the replacement of two more vehicles in 2010.
 - Review of the Legislative travel and training budget, which is within the bottom line budget; however Councilmember Stern has exceeded his allocated budget.
 - Discussion on the potential of purchasing the current Parks and Recreation building. Parks and Recreation Director McCluskey reviewed the 2009 and 2010 projects that can be postponed, and

allow usage of those funds to purchase the building. A non-resident fee was established in September, and potential renters are trying to be identified for the upstairs of the building. Council concurred to allow the Mayor to continue negotiations for the Parks and Recreation building.

- Bridge Loan for New City Hall- Finance Director Booher explained the option of a 364 day line of credit, the process and repayment schedule. If at the end of the year, the city was not able to pay the principal back, the bank would extend the line of credit. Councilmember Berry-Maraist expressed concern with only a one year term of the line of credit, opposed to a two year line of credit. Booher explained a 2 year line of credit is much more costly and not feasible; it would be easy to extend the 364 days term.
- d. Councilmember Lord reported on her and Councilmember Rudolph's attendance at a Department of Emergency Management meeting, where opportunities for severe weather shelters and transitional housing, safe parks and the roles of the faith based communities, were discussed.
- e. Councilmember Erickson reported on her and Councilmember Rudolph attendance at the Revenue Sharing meeting with the county and other local jurisdictions; the discussion will be ongoing and they will report back to the council once any decisions are made.
- f. Mayor Quade reported on her attendance at the County Commissioners meeting where the Interlocal Agreement for the District Court space in the new City Hall was approved and signed.
- g. Councilmember Rudolph reported on the Poulsbo Fire District #18 budget briefing; and his attendance at the Transportation 2040 meeting tomorrow, October 8, 2009.
- h. Public Safety Committee: Councilmember McGinty reported the Police Chief is continuing the efforts on the COPS program. Mayor Quade requested council concurrence for the reappointment of Judge Jeff Tolman as Municipal Court Judge; council concurred.

9. CONTINUED COMMENTS FROM CITIZENS

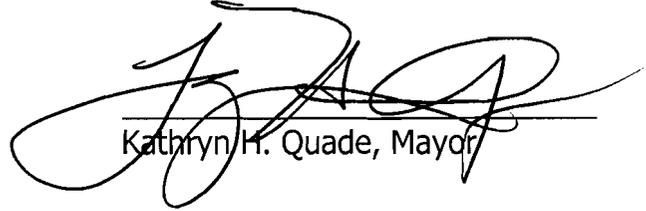
None.

10. COUNCILMEMBER COMMENTS

None.

11. ADJOURNMENT

MOTION: McGinty/Stern. Move to adjourn at 9:13 PM.
Motion carried unanimously.



Kathryn H. Quade, Mayor

ATTEST:



Jill A. Boltz, City Clerk

