

## **POULSBO CITY COUNCIL MEETING OF APRIL 7, 2010**

### **MINUTES**

**PRESENT:** Mayor Erickson; Councilmembers: Bauman, Berry-Maraist, Lord, McGinty, Rudolph, and Stern.  
Staff: Berghoff, Booher, Kasiniak, Loveless, McCluskey, Stephens, Wilson.

**ABSENT:** Councilmember Henry.

### **MAJOR BUSINESS ITEMS**

\* \* \* Minutes of March 3, 2010 City Council Meeting  
\* \* \* Budget Amendment/BA #10-0201 Haven Vei  
\* \* \* Budget Amendment/BA #10-0202 Mesford Sidewalk & Overlay  
\* \* \* Agreement with I-Guard International K-9 Services, LLC  
\* \* \* Set Public Hearing – Gaines Annexation  
\* \* \* Ordinance No. 2010-08, Line of Credit  
\* \* \* Ordinance No. 2010-09, Local Agency Financing  
\* \* \* Agreement with WSDOT for Noll Road Right-of-Way Acquisition  
\* \* \* Discussion: Use of Alcohol in City Parks  
\* \* \* Presentation: Phase 1 Development for new Public Works Site

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

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 PM and lead the Pledge of Allegiance.

### **2. EXECUTIVE SESSION**

Mayor Erickson recessed the meeting for a 30-minute Executive Session at 7:00 PM, to discuss the sale or lease of real estate pursuant to RCW 42.30.110 (1)(c). City Attorney Haney was present via conference call. At 7:35PM Mayor Erickson called the regular meeting back to order.

### **3. MAYOR'S REPORT AND AGENDA REVIEW**

- a. Mayor Erickson reported:
- i. Potential of renting space in the new City Hall to the Poulsbo Historical Society for a museum.
  - ii. Parking Study group has been formed to review parking in downtown Poulsbo and parking enforcement in Anderson Parkway will begin May 1<sup>st</sup>.
  - iii. Census forms are not being delivered to Post Office boxes and urged citizen to call the Census office or to pick up a form from the City.

- iv. Joint Council meeting with Bainbridge Island was held on March 31<sup>st</sup> to discuss the sharing of resources, specifically Municipal Court. A task force will study the feasibility of bringing Bainbridge Island Municipal Court to the new City Hall; Councilmember Stern and McGinty volunteered to be on the task force.
  - v. Kitsap Economic Development Alliance (KEDA) is beginning the Olympic Finance Development Association, to lend funds for small business creation; Mayor Erickson stated she has readjusted the Executive budget to provide \$2,000.
- b. Mayor Erickson introduced and presented Miss Poulsbo Ericka Scott with a Certificate of Appreciation.
- c. City Hall Update: Public Works Director Loveless briefed the Council on the ongoing progress of City Hall, with the lower roof completed and most of the windows have been installed. Loveless requested council concurrence to move forward with the security gates on the 2<sup>nd</sup> and 3<sup>rd</sup> floor counters, cost is \$27,499; Council concurred. The furniture contract was also completed this week, and the furniture will be installed during the first two of August.

Mayor Erickson stated the Project Team discussed what items will need to be purchased that are not included in the furniture contract (i.e. bulletin boards, white boards, etc) and will be assessed.

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

- a. Councilmember Stern reported the Suquamish Tribe has asked for volunteers on July 12<sup>th</sup> for the Kitsap Paddle dinner; and the Joint Council Tribe dinner is tentatively planned for mid-November in the new City Hall.
- b. Community Services Committee: Councilmember Berry-Maraist reported on discussion and recommendation for approval of the special event application requesting the use of alcohol in City parks.
- c. Finance/Administration Committee: Councilmember Lord reported on discussion and the recommendation for approval of the ordinance for the Line of Credit and Local Agency Financing.

#### **5. CITIZEN COMMENTS**

- a. Bill Austin, Poulsbo, commented on the parking issues, enforcement and additional parking options. Austin also stated a Poulsbo Aquarium sign will be placed next week.

- b. Tammy Matson, Poulsbo, questioned if parking will be enforced on Anderson Parkway only and if the signs will be replaced so that they are readable; Mayor Erickson stated only Anderson Parkway will be enforced and the signs will be replaced.
- c. Julie Krucek, Poulsbo, commented on the lack of parking near Poulsbo Place merchants and on Jensen Way; and provided recommendations for additional parking.
- d. Deb Grigg, Poulsbo, commented on the proximity of the proposed Public Works site to her property and provided suggestions to lessen the impact to her property.

## 6. COUNCIL DISCUSSION/COUNCIL COMMITTEE REPORTS

- a. Councilmember Stern commented the Tribe is requested a letter of support for the establishment of National Maritime Heritage Area over the Puget Sound. Mayor Erickson stated once she has had the opportunity to read the proposal she will draft a letter to bring to Council for concurrence.
- b. Councilmember Rudolph commented the joint meeting with the Port of Poulsbo meeting has been postponed to late May to discuss the lease agreement and the Poulsbo Historical Society discussed the potential museum space and display area at the new City Hall.
- c. Councilmember Bauman commented on the month of April being Earthquake Preparedness Month and several agencies will be participating in an earthquake drill later this month and urged citizen to prepare for an emergency.
- d. **Finance/Administration Committee:** Councilmember Lord reported on discussion on the monthly sales tax report and Historical Downtown Poulsbo Association (HDPa) cost allocation.
- e. Councilmember Berry-Maraist commented on articles in the Seattle Times and out of area papers promoting Poulsbo. Berry-Maraist also commented on the potential for additional parking and bike lanes in some areas of the City, as commented by Julie Jersak.
- f. **Economic Development Committee:** Councilmember Stern commented on the landscaping and adding signage at Olhava/College Market Place to be provided by the developer; the April 28<sup>th</sup> committee meeting will begin at 3:30 PM due to a presentation by Viking Avenue business district; and the Babe Ruth League proposal to hold the World Series in Poulsbo.

**7. CONSENT AGENDA**

**MOTION:** Lord/Berry-Maraist. Move to approve Consent Agenda items a through d.  
Motion carried unanimously. Absent: Henry

The items listed are:

- a. Minutes of March 3, 2010 City Council Meeting
- b. Budget Amendment / BA #10-0201 Haven Vei
- c. Budget Amendment / BA #10-0202 Mesford Sidewalk & Overlay
- d. Agreement with I-Guard International K-9 Services, LLC

**8. BUSINESS AGENDA**

**a. Gaines Annexation- Set Public Hearing**

**MOTION:** Rudolph/McGinty. Move to set a public hearing to consider the Gaines Annexation for May 5, 2010 beginning at 7:15 PM.

Motion carried unanimously. Absent: Henry

**b. Ordinance No. 2010-08, Line of Credit**

Finance Director Booher reported the line of credit would supplement selling city properties allowing the city to draw on as needed for the construction of the new City Hall, there is no restriction or prepayment penalty. It is a one year line of credit, however if it needed to go beyond the one year it should be fairly simple to extend the term.

**MOTION:** Lord/McGinty. Move to approve Ordinance No. 2010-08, an ordinance of the City of Poulsbo, Washington, providing for the issuance of a \$2,000,000 Bond Anticipation Note/Line of Credit in the amount of \$2,000,000 from Key Bank.

Motion carried unanimously. Absent: Henry

**c. Ordinance No. 2010-09, Local Agency Financing**

Finance Director Booher stated this ordinance allows the acquisition of real property, related to the acquisition of the Parks and Recreation Building. This would pool small entities bond issues to get the best value for the dollar and combines to one large bond issue.

**MOTION:** Berry-Maraist/McGinty. Move to approve Ordinance No. 2010-09 an ordinance of the City of Poulsbo, Washington, authorizing the acquisition of real property and execution of a Local Agency Financing Lease and related documentation relating to the acquisition of said Real Property.

Motion carried unanimously. Absent: Henry



**d. Agreement with Washington State Department of Transportation for Noll Right-of-Way acquisition**

Assistant Public Works Director Kasiniak reported the acquisition of right-of-ways at Noll Road and Lincoln Road, and Noll Road and Hostmark. It is anticipated that the Noll Road project will be a federally funded grant project, it is required that a real estate agent be hired to process the change of the property to a right-of-way.

**MOTION:** Berry-Maraist/McGinty. Move to authorize the Mayor to sign the agreement with the Washington State Department of Transportation for review and approval of the right-of-way acquisition process on Noll Road in the amount of \$10,000.

Motion carried unanimously. Absent: Henry

**e. Alcohol in City Parks**

Parks and Recreation Director McCluskey reported the City has received an event application which has requested a beer garden at Raab Park.

Council discussion included:

- o other City regulations and exceptions
- o Concerns with control
- o Positive impact to events and community involvement
- o Special exceptions, i.e. time of day

Council concurred to consider allowing beer gardens in City parks by Council special exceptions only.

**MOTION:** Berry-Maraist/Stern. Move to approve the beer garden at Raab Park for the Music Festival on September 11, 2010.

Motion carried unanimously. Absent: Henry

**f. Plan for Phase 1 Development of new Public Works site**

Assistant Public Works Director Kasiniak provided an overview of the plan developed for Phase 1 of the new Public Works site located on Viking Avenue; which would include clearing and grading of the site, construction of a retaining wall, fencing, lighting and a gated entranceway to the property.

Councilmember Stern questioned where the money to fund the project would come from. Kasiniak clarified, the Enterprise Funds and Street Reserves would support the Phase 1 and Solid Waste Fund would support Phase 2.

Council concurred to move forward with Phase 1 and 2.

**9. DEPARTMENT HEAD REPORTS**

- a. Assistant Public Works Director Kasiniak reported construction on South Viking Avenue project 3A will begin April 19<sup>th</sup>.

**10. CONTINUED COMMENTS FROM CITIZENS**

- a. Bill Austin, Poulsbo, stated the Velkommen to Poulsbo is completed and needs direction from Council on where it is going to be placed. Austin also commented on the need to have more community events.

**11. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS**

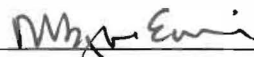
- a. Councilmember Berry-Maraist reported on her attendance at the Public Facilities District and received a letter of support for the Noll Road and Hostmark improvements. The Public Facilities District is also still funding community events. Berry-Maraist reported on the potential increase of impact fees for the school district which was discussed at a School Districts Capital Facilities Planning meeting.
- b. Kitsap Regional Coordinating Council: Councilmember Rudolph reported on discussion with Puget Sound Regional Council staff regarding the Transportation 2040 Plan. There was a new schedule provided on the update of the County wide planning policies, and discussion on population allocation projected slightly lower however planning directors suggest maintaining the current targets.
- c. Councilmember Lord commented on the benefit of the Joint Council meeting with Bainbridge Island.

**12. ADJOURNMENT**

**MOTION:** Lord/McGinty. Move to adjourn at 9:37 PM.  
Motion carried unanimously.

ATTEST:

  
Nicole Stephens, Deputy City Clerk

  
Rebecca Erickson, Mayor