

## POULSBO CITY COUNCIL MEETING OF JANUARY 5, 2011

### MINUTES

**PRESENT:** Mayor Erickson; Berry-Maraist, Bauman, Henry, Lord, McGinty, Musgrove, Stern.  
Staff: Bateman, Boltz, Booher, Kasiniak, Loveless, McCluskey, Stephens

#### MAJOR BUSINESS ITEMS

- \* \* \* Council Selection Position No. 6 / Swearing In
- \* \* \* Council Committee Selection Process
- \* \* \* Thank You – Erika Scott, Miss Poulsbo
- \* \* \* Reappointment to Boards and Commission
- \* \* \* Minutes of October 6, 2010 City Council Meeting
- \* \* \* Approval of Financial Management Policy
- \* \* \* Approval of Kitsap Regional Library Memorandum of Agreement
- \* \* \* Resolution No. 2011-01, Forest Rock Lane Illegal Lot
- \* \* \* Final Plat Approval: Caldart Heights

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

Mayor Erickson called the meeting to order in the Council Chambers at 7:06 PM and led the Pledge of Allegiance.

#### 2. MAYOR'S REPORT AND AGENDA REVIEW

##### a. Thank you – Erika Scott, Miss Poulsbo

Mayor Erickson thanked Erika Scott for all her hard work and presented her with a Certificate of Appreciation.

##### b. Council Selection Position No. 6 / Swearing In Ceremony

**Motion:** Move to select David Musgrove as the replacement for Council position No 6.

**Action:** Approve, **Moved** by Lord, **Seconded** by McGinty.

**Vote:** Motion passed (summary: Yes = 5, No = 1).

**Yes:** Bauman, Berry-Maraist, Lord, McGinty, Stern. **No:** Henry.

Mayor Erickson administered the Oath of Office to Councilmember Musgrove.

##### c. Council Committee Selection Process

Councilmember Stern reported on the Finance/Administration Committee recommendation for Councilmember Musgrove to fill the vacant seat on the Council Committees; Council concurred.

**d. Reappointment to Boards and Commissions**

**Motion:** Move to concur with Mayor Erickson's reappointment of: David Wymore to the Parks and Recreation Commission, term expiration of 12/31/2013; Ray Stevens and Gordon Hanson to the Planning Commission, term expiration of 12/31/2016 and Joan Hett to the Tree Board, term expiration 12/31/2013.,

**Action:** Motion, **Moved** by Henry, **Seconded** by Lord.

**Vote:** Motion passed.

**Yes:** Bauman, Berry-Maraist, Henry, Lord, McGinty, Stern. **Abstain:** Musgrove.

**e. Mayor Erickson reported:**

- The City will be holding a surplus sale at the old City Hall building on January 7<sup>th</sup> and 8<sup>th</sup>, 9:00AM to 3:30PM.
- All sandwich board signs in City right of ways will be removed at the end of the month.
- The City phone tree will be reviewed and modified for easier navigation.
- Effective January 18<sup>th</sup>, 3<sup>rd</sup> Avenue will be one-way.

**3. COUNCIL DISCUSSION/COUNCIL COMMITTEE REPORTS**

None.

**4. COMMENTS FROM CITIZENS**

- a. John Eastman suggested the Council consider using the old City Hall building to relocate the Police Station.

**5. CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through e.

**Action:** Approve, Moved by McGinty, Seconded by Berry-Maraist.

Motion passed unanimously.

The items listed are:

- a. Minutes of October 6, 2010 City Council Meeting

## 6. BUSINESS AGENDA

### a. Approval of Financial Management Policy

Finance Director Booher outlined the changes in the Financial Management Policy. Council discussion included:

- The impact of changing Fund Balance from 8% to 12%
- Change from reserving 3 months of operating cash, to 2 months
- Supermajority approval for expenditures drawn from reserve accounts

**Motion:** Move to approve the City of Poulsbo's Financial Management Policy, with the revision of removing the word "supermajority" from item 3, on the reserve fund polices; and item 4, on revenue policies.

**Moved by Berry-Maraist, No Second.**

Motion died.

**Motion:** Move to approve the City of Poulsbo's Financial Management Policy, as presented.

**Action:** Approve, **Moved by Henry, Seconded by Stern.**

**Vote:** Motion passed (summary: Yes = 6, No = 1).

**Yes:** Bauman, Henry, Lord, McGinty, Musgrove, Stern. **No:** Berry-Maraist.

### b. Approval of Kitsap Regional Library Memorandum of Agreement

**Motion:** Move to approve the memorandum of agreement with the Kitsap Regional Library as presented; and authorize the Mayor to sign the agreement.

**Action:** Approve, **Moved by Lord, Seconded by McGinty.**

Motion passed unanimously.

### c. Resolution No. 2011-01, Forest Rock Lane Illegal Lot

Engineering Technician Bateman explained the lot was not included in the Hattaland short plat and created an illegal lot. The lot does satisfy all the provisions for a legal lot and public interest will not be adversely affected.

Council discussion included:

- How the mistake occurred
- The challenge of building on the lot
- Verification process to ensure lots are recorded properly
- Concern with creating a precedent for future plat errors

**Motion:** Move that the City Council approve tax parcel no. 142601-1-032-2009 as a legal lot for building proposes under Poulsbo Municipal Code 17.24.020 for the reasons stated in the staff report dated September 7, 2010.

**Action:** Approve, **Moved by Berry-Maraist, Seconded by McGinty.**

**Vote:** Motion passed (summary: Yes = 4, No = 3).

**Yes:** Bauman, Berry-Maraist, Henry, McGinty. **No:** Musgrove, Stern, Lord.

**d. Final Plat Approval: Caldart Heights**

Engineering Technician Bateman reported the developer has requested a preliminary plat in order to subdivide the existing condominium tracts and create fee-simple ownership duplex lots.

**Motion:** Move to approve the final lat of Caldart Heights Division 2.

**Action:** Approve, **Moved by** Henry, **Seconded by** McGinty.

Motion passed unanimously.

**7. DEPARTMENT HEAD/COUNCIL COMMITTEE/BOARD/COMMISSION REPORTS**

a. Councilmember Bauman requested confirmation that a Councilmember voting in the majority, can move to reconsider; Mayor Erickson stated a motion for reconsideration can be at the following Council meeting.

b. Public Works Committee: Councilmember Berry-Maraist reported on the estimate for demolition of the old City Hall, review of the Fjord Drive repair design contract, the potential of Karla Boughton working on the traffic impact fee, and the Noll Road culvert project contract. The committee will be reviewing Kitsap County's ordinance for interim regulations for temporary transitory accommodations.

c. Finance/Administration Committee: Councilmember Stern reported:

- A sign will be placed in the foyer of City Hall to clearly direct the public to locations of committee meetings;
- The committee will hold a joint meeting with the Marine Science Center on January 19<sup>th</sup>;
- Review of Council retreat topics;
- Review of the Council Agenda order;
- Report on Monthly Sales Tax and Real Estate Excise tax;
- Council travel reimbursement process;
- The committee concurred with the Economic Development recommendations for better coordination of advertising and partnerships with the Chamber of Commerce, Historic Downtown Poulsbo Association (HDP), Village Marketplace and Viking Avenue.

d. Councilmember McGinty requested the Engineering Department bring sales information on the Forest Rock Lane illegal lot, to the Public Works committee for review, since the item may potentially come back to Council.

e. Councilmember Musgrove expressed his appreciation for his appointment to the Council.

**8. CONTINUED COMMENTS FROM CITIZENS**

- a. Mark Kuhlman, Team 4 Engineering suggested Council discuss methods to fix the error and remedies, if there are concerns on the Forest Rock Lane approval.

**9. COUNCILMEMBER COMMENTS**

- a. Councilmember Berry-Maraist commented on the Kitsap County Visitors Convention Bureau (KCVCB) Tourism Summit being held in City Hall on March 24<sup>th</sup>.

**10. EXECUTIVE SESSION**

At 9:00 PM Mayor Erickson recessed the meeting into Executive Session for 30 minutes, to discuss property sale pursuant to RCW 42.30.110(c). Meeting reconvened at 9:30 PM.

**Motion:** Move to allow the Mayor to list the Jensen Property (the vacant Museum Property), for sale in the amount of \$290,000.

**Action:** Approve, **Moved by** McGinty, **Seconded by** Lord.

Motion passed unanimously.

**Motion:** Move to allow the Mayor to go out for a Request for Proposal (RFP) for the demolition of the old City Hall.

**Action:** Approve, **Moved by** McGinty, **Seconded by** Lord.

Motion passed unanimously.

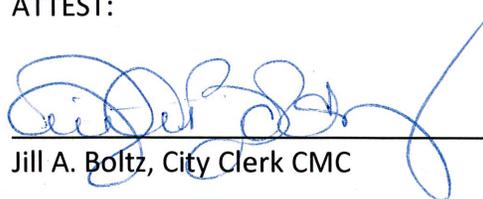
**11. ADJOURNMENT**

**MOTION:** Stern/McGinty. Move to adjourn at 9:32 PM.

Motion carried unanimously.

  
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Rebecca Erickson, Mayor

ATTEST:

  
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Jill A. Boltz, City Clerk CMC

