

## **POULSBO CITY COUNCIL MEETING OF AUGUST 17, 2011**

### **MINUTES**

**PRESENT:** Mayor Erickson, Berry-Maraist, Bauman, Henry, Lord, McGinty, Musgrove, Stern.

Staff: Berezowsky, Boltz, Booher, Kasiniak, Kingery, Loveless, McCluskey, Stephens, Swiney.

### **MAJOR BUSINESS ITEMS**

- \* \* \* Claims – July 1-31 , 2011
- \* \* \* Budget Amendment , BA#11-0304 Lincoln Road Improvements
- \* \* \* Authorization to Dispose of Surplus Goods
- \* \* \* Presentation: Poulsbo Historical Society – Dory Placement
- \* \* \* Approval of Grievance Settlement and Release
- \* \* \* Approval of Grant Project Agreement for Poulsbos Fish Park
- \* \* \* Pre-authorization Award of Pugh Road Tanks Coating Project
- \* \* \* Final Acceptance of Marine Science Center Water Damage Repairs
- \* \* \* Approval of Partnership Agreement for Master License Program

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

Mayor Erickson called the meeting to order in the Council Chambers at 7:01 PM and led the Pledge of Allegiance.

### **2.COMMENTS FROM CITIZENS**

None.

### **3. MAYORS REPORT AND COUNCIL COMMENTS**

**a.** Mayor Erikson reported on :

- Noll Road project update.
- Attendance at the Liberty Hills subdivision ribbon cutting.
- Potential tenant at the Klingel property, interested in renting for a one year period, with the option of another year. Mayor Erickson requested approval to sign the rental agreement; Council concurred.



- Proposed sand blasting of the concrete wall at Highway 305 and Lincoln “Velkommen til Poulsbo”, funds would come from the Bjorgen beautification fund; Council concurred.
- City Hall will be closed on September 9th from noon until 1:00 pm for an Employee Appreciation BBQ.

**b.**Councilmember Lord commented on the success of the Poulsbo Street Dance.

**c.**Councilmember Musgrove stated the mural on Front Street is complete and looks great.

#### 4. **CONSENT AGENDA**

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

**Action:** Approve, **Moved by** McGinty, **Seconded by** Henry. Motion passed unanimously.

The items listed are:

- a.**Claims – July 1-31, 2011, in the amount of \$1,203,627.48, check numbers 10017188 through 10017422 and Electronic Disbursement numbers 21-0059 through 21-0069.
- b.**Budget Amendment, BA#11-0304 Lincoln Road Improvements
- c.**Authorization to Dispose of Surplus Goods

#### 5.**BUSINESS AGENDA**

##### **a. Presentation: Poulsbo Historical Society- Dory Placement**

Donna Jean Bruce, Poulsbo Historical Society President, stated the Historical Society would like to place the Pacific Coast Cod Fish Dory in the lobby of the 2nd floor. The location of the dory has been laid out with tape on the 2nd floor.

Jim Shields, Poulsbo Historical Society, presented several photographs of the dory when it was used in the 1910s, its current condition and a depiction of what it will look when completely restored.

Council discussion included the initial proposal to hang the dory in the atrium area, how the dory would get into the building, possible placement in the 1st floor lobby, protection of the dory and artifacts that might be placed inside, the finished color once restored, and the measurements of the dory.

**Motion:** Move to work with Poulsbo Historical Society to let them install the dory on the 2nd floor, with the specifics to be resolved on how it will get in the building.

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

Motion passed unanimously.



**b. ► Approval of Grievance Settlement and Release**

Human Resources Manager Kingery reported on a grievance filed in November 2010 in response to the 2010 reorganization that eliminated the Judicial Specialist II position. A review of the job duties and salaries resulted in a negotiated job description and salary range.

**Motion:** Move to authorize Mayor Erickson to sign the attached “Grievance Settlement and Release.” **Action:** Approve, **Moved by** Henry, **Seconded by** Berry-Maraist.

Motion passed unanimously.

**c. ► Approval of Grant Project Agreement for Poulsbos Fish Park**

Councilmember Berry-Maraist reported on the Community Service Committees review and recommendation of approval.

**Motion:** Move to approve the Aquatic Lands Enhancement Account (ALEA) Project Agreement with the Washington State Recreation and Conservation Office as presented, and authorize the Mayor to sign said agreement. **Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** Henry.

Motion passed unanimously.

**d. ► Pre-authorization Award of Pugh Road Tanks Coating Project**

Public Works Director Loveless reported the bid opening for the Pugh Road Tanks coating project will be held on August 23, 2011 and intent to award the contract as soon as possible, to take advantage of the favorable weather.

**Motion:** Move to authorize the Mayor to award the construction contract for the Pugh Road Tanks Coating Project to the lowest responsive bidder, provided the lowest responsive bid does not exceed the Engineers Estimate of \$150,000 by more than 10% and additionally authorize the Public Works Director to execute change orders up to 10% of the contract price. **Action:** Approve, **Moved by** Henry, **Seconded by** McGinty.

Motion passed unanimously.

**e. ► Final Acceptance of Marine Science Center Water Damage Repairs**

Councilmembers Stern and Bauman acknowledged and commended TEC Construction for their responsive and timely completion the project.



**Motion:** Move to accept the Marine Science Center Water Damage Repair Project as complete and authorize release of all retained funds in accordance with state law and contract requirements. **Action:** Approve, **Moved by** Lord, **Seconded by** Stern.  
Motion passed unanimously.

#### **f.Approval of Partnership Agreement for Master License Program**

City Clerk Boltz reported the Partnership Agreement is the next phase to working with the Department of Revenue (DOR) in providing our business license database and start sending out notifications to businesses regarding the transition to DOR. The business license ordinance will be coming forward, to adjust licensing fees as discussed by the Council. Boltz noted the administrative costs to the City will be approximately \$30 per month which will be absorbed in the Clerks budget.

Council discussion included security of business license information, City review process, requested City Attorney review and breach of security to our database.

Councilmember Bauman reported the Finance/Administration Committee has reviewed this program and endorses moving forward.

**Motion:** Move to authorize the Mayor to sign the Partnership Agreement with the Department of Revenue Master License Program, upon review by the City Attorney.

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

**Motion passed unanimously.**

### **6. COUNCIL COMMITTEE REPORTS**

**a.**Councilmember Berry-Maraist reported the Community Services Committee has been rescheduled until next Tuesday August 23rd.

**b.**Finance/Administration Committee: Councilmember Bauman reported on the exempt employee salary survey, Labor & Industries claims, and budget presentations of the Human Resources Department. There will be a Special Committee meeting August 31st at 2:00 PM, to review department budgets.

**c.**Public Safety Legal: Councilmember Stern reported on the intent to be more aware of the Municipal Court and Police Department management, funding request presentation by West Sound Wildlife Shelter, Police Clerk position interviews will take place tomorrow and the Deputy Chief position is going through the background check process.



## 7. DEPARTMENT HEAD COMMENTS

- a.City Clerk Boltz announced the Washington Department of Transportation will be holding their Purchasing Conference in the Council Chambers September 20-22.
- b.Public Works Director Loveless reported the bids for the Ford Drive repair were opened and the contract will awarded soon.

## 8.CONTINUED COMMENTS FROM CITIZENS

None.

## 9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- a.Councilmember Henry announced Chief Seattle days will be held on August 20th-21st.
- b.Councilmember Berry-Maraist reported her attendance at a West Sound Watershed meeting and the Ecosystem Coordination board will be holding meeting in Poulsbo in October.
- c.Mayor Erickson announced she will be on vacation next week; Deputy Mayor McGinty will be taking her place as needed.

## 10.ADJOURNMENT

**Motion:** Move to adjourn at 8:52 PM. **Action:** Approve, **Moved by** Mayor Erickson, **Seconded by** Lord.

Motion passed unanimously.

Rebecca Erickson, Mayor  
ATTEST:

Jill A. Boltz, City Clerk, CMC