

## POULSBO CITY COUNCIL MEETING OF NOVEMBER 14, 2012

### MINUTES

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

**Absent/Excused:** Nystul.

Staff: Baker, Berezowsky, Boltz, Booher, Kasiniak, Kingery, Loveless, McCluskey, Stephens, Swiney, Tolman, Treacher, Wright

### MAJOR BUSINESS ITEMS

- \* \* \* Minutes of October 3, 2012 City Council Meeting
- \* \* \* Minutes of October 17, 2012 City Council Meeting
- \* \* \* 7:15 PM Public Hearing: 2013 Budget
- \* \* \* Resolution No. 2012-15, Authorizing Pre-membership with WCIA
- \* \* \* Interlocal Agreement: Amendment to Kitsap Regional Coordinating Council
- \* \* \* Interlocal Agreement: Amendment to Department of Emergency Management
- \* \* \* Workshop: Departmental & Non-Departmental Budget Presentations

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

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

#### 2. COMMENTS FROM CITIZENS

a. Tom Nevins spoke to the testimony given and personal opinions by elected officials in a public forum; specifically the Kitsap County Shoreline Master Plan public hearing. Nevins encouraged the Mayor and Council to speak and testify at future County meetings.

b. Kathleen Haag, Great Poulsbo Chamber of Commerce Board President, introduced newly appointed Executive Director Jan Harrison. Harrison provided her personal and professional background; and expressed her excitement in working with the City and all the marketing organizations.

- c. Joan Mabutt spoke to Pancreatic Awareness Month and thanked Mayor Erickson for supporting the campaign by signing a proclamation for Pancreatic Awareness Month.
- d. Noel Higa, Port Gamble Development Authority Director, thanked Mayor Erickson for her testimony and supporting the Tribe. Higa addressed testimony given by Berry-Maraist at the Kitsap County public hearing, where she spoke to an email and comments he has made.
- e. Gene Bullock thanked Mayor Erickson for testifying on behalf of the environment and spoke to the importance of protecting the estuaries.
- f. Baker Stocking, with the North Kitsap 99%, spoke in favor of Mayor Erickson's right to speak out on the Kitsap County Shoreline Management program, and encouraged the Council to speak and voice their opinion.
- g. John Willett, spoke in support of testimony given by Mayor Erickson, and questioned why Councilmember Berry-Maraist was not questioned about her testimony. Willett encouraged all Elected Officials to voice their opinions.
- h. Jeromy Sullivan, Chairman of Port Sklallam Tribe, commented on the Council and Mayor being citizens of Kitsap County; and the many places of importance, specifically Port Gamble.

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

#### a. Oath of Office – Deputy Chief Bob Wright

Police Chief Swiney announced the promotion of Sergeant Bob Wright to Deputy Chief and noted his lengthy Police career with the City of Poulsbo. Swiney congratulated Wright and thanked him for his years of service.

Mayor Erickson administered the Oath of Office to Deputy Chief Wright and congratulated him on his new position.

- b. Mayor Erickson announced the Anderson Parkway lighting discussion will take place at the beginning of the business agenda.
- c. Councilmember Lord spoke to the citizen comments and Council discussion regarding the Port Gamble testimony; and congratulated Deputy Chief Wright and Jan Harrison on their new positions.

- d. Mayor Erickson invited the public to the Tree Lighting and unveiling of the Norseman statue, on November 23rd at 7:00 PM.
- e. Councilmember Stern congratulated Poulsbo Chamber Director Jan Harrison and Deputy Chief Wright.
- f. Councilmember Berry-Maraist spoke to the history of Port Gamble, her hope for continued community discussion and the community working together.

#### 4. CONSENT AGENDA

**Motion:** Move to approve Consent Agenda items a and b.

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

Motion passed unanimously. Absent: Nystul

The items listed are:

- a. Minutes of October 3, 2012 City Council Meeting
- b. Minutes of October 17, 2012 City Council Meeting

#### 5. BUSINESS AGENDA

##### a. Anderson Parkway Lighting Improvements

Phil Struck, Parametrix, outlined the existing lighting system; summarized the lighting alternatives considered; design options and the recommended lighting design, to include alternatives for the decorative lighting.

Council concurred to move forward with a baseline and the hybrid option (decorative and Washington State Department of Transportation standard lights) as an alternative.

##### b. 7:15 PM Public Hearing: 2013 Budget

Mayor Erickson opened the public hearing at 8:00 PM.

**Motion:** Move to continue the hearing to 7:15PM Wednesday, November 21, 2012 in the Poulsbo Council Chambers.

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

Motion passed unanimously. Absent: Nystul

**c. Resolution No. 2012-15, Authorizing Pre-Membership with WCIA**

City Clerk Boltz explained the Council concurred to terminate insurance services with the Association of Washington Cities after conducting an extensive Request for Quotes process. Washington Cities Insurance Authority was the successful respondent and offers pre-membership benefits allowing the City of Poulsbo to begin taking advantage of WCIA services prior to full membership availability beginning January 2, 2014.

**Motion:** Move to adopt Resolution No. 2012-15, authorizing the City of Poulsbo commitment to WCIA Full Membership and Interim Training and authorizing signature of an interlocal agreement between the City of Poulsbo and Washington Cities Insurance Authority for Pre-Membership in Washington Cities Insurance Authority.

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

Motion passed unanimously. Absent: Nystul

**d. Interlocal Agreement: Amendment to Kitsap Regional Coordinating Council (KRCC)**

Removed from the agenda until the November 21, 2012 Council meeting.

**e. Interlocal Agreement: Amendment to Department of Emergency Management**

Removed from the agenda until the November 21, 2012 Council meeting.

**f.  Workshop: Departmental & Non-Departmental Budget Presentations**

**Personnel**

Human Resources Kingery stated at the recommendation of the Mayor, discretionary funding for professional services was reviewed; the Labor & Industries consulting services were going to more than pay for themselves in 2013, due to an anticipated L & I retrospective refund.

**Information Technology (IT)**

Information Services Manager Treacher stated the increase in the IT budget is due to the hiring of the IT Technician and a baseline adjustment request for ArcMail, for email archiving.

**Municipal Court**

Judge Tolman reported Electronic Home Monitoring and Court Security Officer funding have been moved the Police Budget. The Municipal Court budget is the same with the exception of a request to replace the screen for video hearings.

### **Executive**

Mayor Erickson presented her 2013 budget, with a new program for a Grant writing services and reallocation of funds from Dues to Travel.

### **Historic Downtown Poulsbo Association (HDPa)**

Tammy Matson, HDPa Treasurer, commented on the 25th Anniversary of the HDPa in 2013; the increased and reoccurring festivals; projection of an increase in revenues and the intent to use reserves to fund a Marketing Campaign for the Anderson Parkway retrofit.

### **Clerk**

City Clerk Boltz outlined the account numbers and funding changes; the primary functions of the City Clerks Department and the 2012 accomplishments and 2013 goals. There are no baseline adjustments or new program requests for 2013.

### **Legislative**

City Clerk Boltz presented the 2013 Legislative budget, with an increase in election costs due to the Mayoral and Council election next year.

### **Non Departmental**

City Clerk Boltz stated the Kitsap Humane Society Animal Control contract was negotiated by Mayor Erickson and decreased by \$5,000, due to bringing animal licensing solely in house; and Sound Works Employment Administration 2013 request is the same as in years past, \$2,500 per year.

### **Planning**

Planning Director Berezowsky presented the 2012 accomplishments; 2013 project revenue and expenditures, new program request of \$15,000 for continued updating of the City development standards.

### **Police**

Deputy Chief Wright and Finance Director Booher presented the 2013 Police Department budget including a new program request of K9 program and an additional Police Officer.

### **Parks and Recreation**

Parks and Recreation Director McCluskey presented the following budgets:

- Lodging Tax – The projected 2013 revenues, request for funds and LTAC recommendation.
- Recreation – Increased revenues, 2013 highlights and programs
- Employee Wellness – Program purpose and highlights; no budget changes
- Urban Forestry – Program highlights
- Park Development – Impact fees were approved, however no fees have been collected; and 2013 projects.

### **Public Works -Engineering**

Public Works Loveless presented the 2012 accomplishments and 2013 goals; and outlined the functions of each division. The department budget and requests included:

- Public Works Administration
- Central Services – Building/Custodial Maintenance; Park Maintenance; Library; and Cemetery – No budget changes
- Street Operations – Request for increase of 1 FTE (\$67,000)
- Paths & Trails –
- Street Equipment – Request for street sweeper (\$260,000 - carryover), Manlift Boom truck (\$17,000 – new program request)
- Proprietary Funds – Water, sewer, garbage and storm drain

**Motion:** Move to continue budget presentation and automatically adjourn.

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

Motion passed unanimously. Absent: Nystul

### **Finance Department**

Finance Director Finance Booher presented 2012 accomplishments, 2013 goals, and the department budget includes:

- Central Services - Central Admin, Data Processing, Small Tools, Risk Insurance
- Non-Departmental – Audit, Legal, Care and Custody of Prisoners, Misc Contracts and Transfers
- Special Revenue funds - Capital Improvement (REET), Transportation Development (Traffic Mitigation), Debt Service Funds and Capital Facilities.

## **6.ADJOURNMENT**

Meeting adjourned at 10:16 PM.

Rebecca Erickson, Mayor  
ATTEST:

Jill A. Boltz, City Clerk, CMC