POULSBO CITY COUNCIL MEETING OF MARCH 6, 2013

MINUTES

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

Staff: Boltz, Booher, Kasiniak, Loveless, Stenstrom, Stephens, Wright

MAJOR BUSINESS ITEMS

- * * * Police Chief Council Confirmation
- * * * 7:15 PM Public Hearing: Disposal of Proprietary Surplus Goods
- * * * Authorize Disposal of Governmental Surplus Good
- * * * Request for Increased Hours for Community Services Officer
- * * * Ordinance No. 2013-01, Marine Laws
- * * * Ordinance No. 2013-02, Civil Infraction for Public Use for Marijuana
- * * * Ordinance No. 2013-03, 4th Quarter 2012 Budget Amendments
- * * * Roadway Reclassification/Transportation Plan Update
- * * * Presentation: Kitsap County Multimodal Transportation Plan

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

None.

3. MAYORS REPORT AND COUNCIL COMMENTS

a. Police Chief Council Confirmation: Mayor Erickson requested Council approval for the confirmation of Alan Townsend as Police Chief and the terms sheet.

Councilmember Nystul questioned the vacation leave listed in the employment contract and the accrual being pro-rated. Finance Director Booher explained all exempt employees are front loaded 200 vacation hours, and earned on prorated basis; should an employee terminate leave after the vacation is used it would deducted from the cash out.

Motion: Move to authorize Mayor Erickson to appoint Alan Townsend as Police Chief and enter into a formalized employment contract.

Action: Approve, Moved by Stern, Seconded by Lord.

Motion passed unanimously.

Police Chief Townsend thanked the Mayor and Council, and stated he looks forward to working with city staff and the Police Department.

- **b.**Councilmember Lord commented on her attendance at the Kitsap County Realtors Association Juncheon.
- **c.**Councilmember Stern commended Mayor Erickson and city staff on completing the Anderson Parkway project ahead of schedule.
- **d.**Mayor Erickson commented on the Anderson Parkway project timeframe and the work completed in a short amount time. The ribbon cutting for the Anderson Parkway reopening will be held this Friday, March 8th at 12:00 PM; immediately afterwards the ribbon cutting for the Marine Science Center octopus statue will be held.
- **e.**Councilmember Musgrove encouraged the public to attend the octopus statue ribbon cutting at the Marine Science Center; and commented on the daffodils that were planted on Daffodil Day, have sprouted around town.
- **f.**Councilmember Berry-Maraist expressed the Anderson Parkway project was another exceedingly well managed project, with great planning and field work by city staff and by the contractor. Berry-Maraist apologized for the spam e-mail sent to a number of people from her personal e-mail.

4.CONSENT AGENDA

None

5.BUSINESS AGENDA

a. Public Hearing: Disposal of Proprietary Surplus Goods

Mayor Erickson opened the public hearing at 7:22 PM and requested public comments; no public comments were received.

At 7:22 PM Mayor Erickson closed the public hearing.

Finance Director Booher reported a list of items originally acquired for proprietary purposes, was compiled and deemed surplus by the Public Works Department. The items will go to auction via PublicSurplus.com; any money received will be recorded in the appropriate utility fund.

Motion: Move to adopt Resolution No. 2013-01, a resolution of the City Council of the City of Poulsbo, Washington, declaring certain properties originally acquired for proprietary purposes to be surplus to the needs of the City and authorizing the Finance Director to sell such surplus property.

Action: Approve, Moved by McGinty, Seconded by Nystul.

Motion passed unanimously.

b. Authorize Disposal of Governmental Surplus Goods

Motion: Move to approve the disposal of the attached surplus listing in accordance

with the City of Poulsbo Ordinance No. 94-08.

Action: Approve, Moved by McGinty, Seconded by Nystul.

Motion passed unanimously.

c. Request for Increased Hours for Community Services Officer

Deputy Police Chief Wright requested an increase in the Community Services Officer hours from 24 hours per week, to 32 hours per week due to the amount of work hours required.

Councilmember Henry reported on the Public Safety/Legal Committee recommendation of approval.

Motion: Move to approve increasing the Court Services Officers hours from 24 to 32 hours per week effective March 16, 2013.

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

Discussion: Councilmember Stern recommended the increase be temporary until the increase in hours can be reviewed by the Finance/Administration Committee during the 2014 budget process.

Amended Motion: Move to approve the increase temporarily until 12/31/2013 and until it can be reviewed during the 2014 budget process.

Action: Approve, Moved by Stern, Seconded by Lord.

Motion passed unanimously.

Motion: Motion passed unanimously.

d. Ordinance No. 2013-01, Marine Laws

Deputy Chief Wright reported on the request to Adopting WAC 332-52 as PMC 12.28.055 allowing Marine laws to be charged in Poulsbo Municipal Court.

Motion: Move to approve Ordinance No. 2013-01, Marine Regulations.

Action: Approve, Moved by Berry-Maraist, Seconded by Henry.

Motion passed unanimously.

e. Ordinance No. 2013-02, Civil Infraction for Public Use for Marijuana

Deputy Chief Wright reported on the request to adopt RCW 69.50.445 as PMC 9.20.100 allows Poulsbo Police Officers to issue Class 3 Civil Infraction for Public use of Marijuana into Poulsbo Municipal Court.

Motion: Move to approve Ordinance No. 2013-02, Public Use of Marijuana Prohibited. **Action:** Approve, **Moved by** Henry, **Seconded by** McGinty. Motion passed unanimously.

f. Ordinance No. 2013-03, 4th Quarter 2012 Budget Amendments

Finance Director Booher stated the budget amendments for the 4th quarter of 2012 were approved by council during October, November and December.

Mayor Erickson requested public comments; no public comments were received.

Motion: Move to adopt Ordinance No. 2013-03, an ordinance of the City of Poulsbo, Washington, amending the 2012 budget adopted by Ordinance no. 2011-23 to revise the revenues to and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion passed unanimously.

g. Roadway Reclassification/Transportation Plan Update

City Engineer Kasiniak presented the purpose, scope and budget for the Functional Reclassification and Transportation Plan project. The Public Works Committee reviewed the proposal and recommends approval.

Motion: Move to authorize the Engineering Department to prepare a Budget Amendment for \$20,000 to increase amount necessary to update the City of Poulsbo

Transportation Plan/Road Reclassification.

Action: Approve, Moved by Nystul, Seconded by Berry-Maraist.

Motion passed unanimously.

Motion: Move to approve the contract with Parametrix for \$23,501.

Action: Approve, Moved by Berry-Maraist, Seconded by Nystul.

Motion passed unanimously.

h. Presentation: Kitsap County Multimodal Transportation Plan

City Engineer Kasiniak presented Kitsap Regional Coordinating Council (KRCC) received a federal transportation grant for Mutilmodal Transportation Plan phase 1. KRCC does not have Certificate Acceptance status to manage federal grants; the City of Poulsbo was chosen by KRCC to manage the project and the grant was transferred to the City in July 2011. Kasiniak outlined the selection process and the recommendation by KRCC.

Motion: Move to approve staff entering into contract negotiations with Heffron Transportation, Inc. for the Kitsap Multimodal Transportation Plan project.

Action: Approve, Moved by Nystul, Seconded by Lord.

Motion passed unanimously.

6. ► COUNCIL COMMITTEE REPORTS

a. Finance/Administration Committee: Councilmember Lord reported on the Police Chief contract review, quarterly variance report update and 2012 carryover funds.

7. DEPARTMENT HEAD COMMENTS

None

8. CONTINUED COMMENTS FROM CITIZENS

None

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

a.Councilmember Lord commented the great process the city has to replace city staff, Council is now receiving their paycheck statement via e-mail; and Information Technology Manager Treacher has asked to meet with each councilmember to go over their technology needs.

b.Councilmember Stern asked the Mayor to give a brief update on the Safeway project.

c.Mayor Erickson provided project updates on:

- Safeway Project- Building demolition should be complete by today, with an expected opening date of December 2013.
- Martha and Mary expansion- A community meeting was held on Monday, March 4th regarding the proposed 80 unit assisted living facility north of the Post Office.
- Mountain Aire- Community meeting will be held March 20th, which she will be attending. Erickson asked Deputy Mayor McGinty to chair the beginning of the council meeting until she arrives.

d.Councilmember Berry-Maraist on the newspaper article on the surge in identity theft, and large numbers of identity theft in Poulsbo.

10.ADJOURNMENT

Motion: Move to adjourn at 8:09 PM.

Action: Approve, Moved by Berry-Maraist, Seconded by Stern.

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC