

## **POULSBO CITY COUNCIL MEETING OF AUGUST 21, 2013**

### **M I N U T E S**

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

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

### **MAJOR BUSINESS ITEMS**

- \* \* \* Budget Amendment; BA13-0306 Barracuda Message Archiver
- \* \* \* Payable Disbursements – July 2013
- \* \* \* Special Event: Pizza, Pedal and Run
- \* \* \* Ordinance No. 2013-12, 2<sup>nd</sup> Quarter Budget Amendments
- \* \* \* Kitsap County Multi-modal Transportation Plan Contract
- \* \* \* Water System Plan Update Contract
- \* \* \* Lodging Tax Advisory Committee Recommendations
- \* \* \* Memorandum of Understanding: Impact Mitigation Grant

#### **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**

Mayor Erickson reminded the public that the Council and Mayor do not respond to public comments or questions posed during public comments. Erickson encouraged the public to attend committee meetings and contact the Councilmember directly.

- a. Rita Hagwell, expressed her concern with the proposed trails going through her property.
- b. Rick Doyle requested the Council consider his application for a medical marijuana dispensary on Viking Avenue that will be submitted in the near future.
- c. Mike Paxhia spoke to the Council limiting marijuana dispensaries in the light industrial area, and it being impossible. Encouraged the Council to expand the possible locations, specifically on South Viking Avenue.

#### **3. MAYOR'S REPORT AND COUNCIL COMMENTS**

- a. Mayor Erickson announced the addition of business item a, Mitigation Funding of Police Motorcycle.

- b. Councilmember Musgrove commented on the Kitsap Children's Musical Theater at the vacant Courtesy Ford building.
- c. Councilmember Berry-Maraist commented on her attendance at the Art Festival.
- d. Councilmember Lord commented on her attendance, along with Mayor Erickson, to the Bremerton Symphony.
- e. Councilmember Stern announced the Poulsbo Historical Society will be holding a presentation in City Hall tomorrow evening "Lemolo: A History" and will have the new Poulsbo book available.

#### 4. CONSENT AGENDA

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

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

Motion passed unanimously.

The items listed are:

- a. Budget Amendment, BA13-0306 Barracuda Message Archiver
- b. Payable Disbursements – for the period of July 1 through July 31, 2013, in the amount of \$2,017,373.53 to include Accounts Payable Check Numbers 10022587 through 10022836, Payroll Check Numbers 30020511 through 30020749 and Electronic Disbursement Numbers 23-0052 through 23-0060.
- c. Special Event Request: Pizza, Pedal and Run

#### 5. BUSINESS AGENDA

##### a. Memorandum of Understanding: Impact Mitigation Grant

Police Chief Townsend explained Mayor Erickson and himself met with the Suquamish Tribe's Impact Mitigation Committee. The intent of these mitigation funds is to help local government entities fund special one-time items used to off-set the impacts of the casino. In this case, funding was requested to purchase a motorcycle for traffic enforcement and education. The casino creates additional traffic issues for the city.

The Tribe agreed, this was an acceptable request and agreed to provide \$29,000 for the funding of a police motorcycle to help traffic impact concerns.

Additionally, Townsend stated Finance Director Booher indicated that \$16,000 of grant money was included as general fund revenue for 2013 for small tools. The portion of that funding which has already funded small tools will either be absorbed elsewhere in the police budget or funded through reserves.

**Motion:** Authorize the Mayor and Police Chief to sign the interlocal agreement between the City of Poulsbo and the Suquamish Tribe for Impact Mitigation funding for a police motorcycle.

**Action:** Approve, **Moved by** Mayor Erickson, **Seconded by** Lord.

**Discussion:** Councilmember Berry-Maraist requested clarification on the amount already budgeted for small tools. Mayor Erickson explained the Tribe had requested the grant request be used for an actual item or specific need, therefore the request for the motorcycle was made. The \$16,000 was already budgeted as revenue in small tools.

Councilmember Nystul question what the training, operation & maintenance, staffing implications there may be. Townsend stated training costs have been reviewed and will be covered in the Police training budget.

Motion passed unanimously.

**b. Ordinance No. 2013-12, 2nd Quarter 2013 Budget Amendments**

Mayor Erickson requested public comments; no comments were received.

**Motion:** Move to adopt Ordinance 2013-12: An ordinance for the City of Poulsbo, Washington, amending the 2013 budget adopted by Ordinance No 2012-21 to revise the revenues to and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion passed unanimously.

**c. Kitsap County Multi-model Transportation Plan Contract**

City Engineer Kasiniak outlined the Kitsap County Multi-model Transportation Plan project phases; project funding; and the organizational structure of the project in coordination with Kitsap Regional Coordinating Council.

Contract negotiations with Heffron Transportation for the Kitsap County Multi Modal Transportation Plan (KCMMP) have been completed; and the scope and budget will be presented to the Kitsap Regional Coordinating Council (KRCC) Executive Board for final concurrence at the September board meeting.

**Motion:** Move to approve the project scope and budget and award the contract with Heffron Transportation, in the amount of \$166,277 as presented by the City Engineer subject to final concurrence by the KRCC Executive Board.

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

Motion passed unanimously.

**d. Water System Plan Update Contact**

Public Works Director Loveless reported after a competitive solicitation and selection process, the selection committee recommended Gray & Osborne Engineers complete the Water System Plan Update. The Public Works Committee reviewed the selection committee report and concurs with the committee recommendation.

**Motion:** Move to authorize the Mayor to sign an agreement with Gray & Osborne Engineers in the amount of \$45,100 for engineering services for the completion of a Water System Plan Update.

**Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** Nystul.  
Motion passed unanimously.

**e. Lodging Tax Advisory Committee Recommendation**

Mayor Erickson explained due the changes in the RCW relating to Lodging Tax Advisory Committee, the Council must confirm who sits on the committee. Erickson stated she will no longer chair the committee, because the City of Poulsbo will be applying for lodging tax dollars, therefore it would be inappropriate for her to sit as Chair.

Councilmember Stern recommended the term of each appointment be specified. Parks and Recreation Director McCluskey stated the RCW does not specify a term, but most jurisdictions have a one year term. Stern requested a one year term be included in the motion, when made.

Councilmember Berry-Maraist and Musgrove questioned how the eligible spending members were chosen. Mayor Erickson stated the two hoteliers are required, since the City only has two hotels; the two that are eligible were chosen because they do not apply for the funds. Erickson did not feel comfortable appointing members that would be applying and receive the funds.

The Mayor's recommendations:

- Chair: Councilmember Nystul
- Collectors of the tax: Terri Douglas, Poulsbo Inn; and Micah Kim, Guesthouse Suites
- Those who are eligible to spend the tax: Greg Enright, Cultural Arts Foundation; and an appointee from the Port of Poulsbo

**Motion:** Move to approve the mayor's recommendations for the Lodging Tax Advisory Commission as presented, with the appointment for a one year term. **Action:** Approve, **Moved by** McGinty, **Seconded by** Stern.

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

**Yes:** Henry, Lord, McGinty, Musgrove, Nystul, Stern.

**No:** Berry-Maraist.

**6. COUNCIL COMMITTEE REPORTS**

- a. Finance/Administration Committee: Councilmember Stern reported on the work on the 2014 budget, the utility excise tax review, proposed staffing changes will be brought forward during baseline adjustment requests, monthly sales tax, Public Records Request legal costs and IT & HR budgets.
- b. Public Safety/Legal Committee: Councilmember Henry reported Court Administrator Baker was awarded the DMCA Presidents Award; and review of the Municipal Court and Police proposed budgets; and new jail contract.

**7. DEPARTMENT HEAD COMMENTS**

- a. Kasiniak stated the work on 6<sup>th</sup> Avenue is progressing. The new water main has been installed and residents will be switched over from the old water main to the new one on Thursday and Friday. In order for the switch to take place the water service will need to be shut down for few hours.

**8. CONTINUED COMMENTS FROM CITIZENS**

None.

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

- a. Councilmember Berry-Maraist reported on her attendance at the Hwy 305/Suquamish Way Improvement project meeting. Mayor Erickson expressed her concern and opposition to WSDOT proposal for a roundabout.
- b. Councilmember Henry commented on his attendance at the AWC Legislative Committee meeting.

**10. ADJOURNMENT**

**Motion:** Move to adjourn at 8:26 PM.

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

Motion passed unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Jill A. Boltz, City Clerk, CMC