

POULSBO CITY COUNCIL MEETING OF OCTOBER 16, 2013

MINUTES

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

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

MAJOR BUSINESS ITEMS

- * * * Minutes of September 11, 2013 City Council Meeting
- * * * Interlocal Agreement with Kitsap County for Juvenile Detention
- * * * Interlocal Agreement for North Kitsap School District Security
- * * * Interlocal Agreement with North Kitsap School District for Offering Non-Sanctioned WIAA Sports
- * * * Special Event: JuleFest
- * * * Public Hearing: 2014 Revenue Sources
- * * * Agreement for Animal Rescue and Control
- * * * Resolution No. 2013- 11, Mental Health Sales and Use Tax
- * * * Bid Award: SR 305 Illumination and Contract Award for the Construction Management
- * * * Waterfront Park Fencing

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.Carolynn Zimmers commented on her receiving several infractions due to her RV being parked in her business parking lot for an extended period of time and her negative experience with the Planning Department and Planning Director Berezowsky.
- b. Rita Hagwell stated she wants the trail line removed from her property and was advised by the Planning Department that she would need to pay a \$1,000 fee to request the Urban Paths of Poulsbo be revised during the Comprehensive Plan update. Hagwell requested the fee be waived.
- c. Rich Stivers expressed concern with the newly enforced 3-hour parking restrictions in the downtown and the reputation of what used to be a friendly (parking) town. Stivers recommended the City consider Bainbridge Island’s parking restrictions times, being from 6:00am to 6:00pm.
- d. Commissioner Gelder spoke to the Mental Health Sales and Use Tax agenda item and the purpose for the item being on the City agenda now, after the approval by the

County. Gelder encouraged the Council to approve the resolution, in support of the program.

Council discussion:

- The specific programs that will be offered
 - Administration of the program
 - Measurement of success of the programs
 - Assessment for emergent needs
- e. Melody Sky-Eisler spoke to the programs and assistance available through the Kitsap Regional Library, regarding the Health Exchange and Affordable Care Act classes.

3. MAYOR'S REPORT AND COUNCIL COMMENTS

- a. Councilmember Stern presented the Poulsbo Historical Society 2014 Poulsbo calendar, including locations where the calendars can be purchased.
- b. Councilmember Berry-Maraist commented on her attendance at and the success of the Poulsbo Marathon.
- c. Mayor Erickson report:
- Business item b and c will be moved to the beginning of the agenda;
 - Her attendance at the Albanian Dinner at Gateway Fellowship;
 - Requested the council review the lengthy agenda for the October 23rd Council workshop and let City Clerk Boltz know if any items have been resolved and can be removed from the agenda;
 - Halloween Trick or Treat and Haunted House will be held on Thursday, October 31st
 - 2nd Annual Daffodil Day will be held on Saturday, November 2nd;
 - The Christmas lights that she purchased for the windows of City Hall are too small compared to the size of the windows and building. Other options will be looked into next year.
- a. Councilmember Musgrove reminded the public the Halloween Trick or Treating downtown will take place Halloween night; and the American Spirit will dock in Poulsbo once last time this year.
- b. Councilmember Lord asked Parks and Recreation Director McCluskey to report on the Parks and Recreation Halloween events; McCluskey stated the Spooktacular will be held for pre-school age group from 3:00pm to 5:00pm October 31st.

4. CONSENT AGENDA

Councilmember Nystul questioned the resolution noted in the agreement and the effective date being September 1, 2013. City Clerk Boltz clarified the Resolution No. included in the agreement should be 2012-17; and noted there was a delay in getting the agreement to the Council due to coordination with the School District Board.

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

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

Motion passed unanimously.

The items listed are:

- a. Minutes of September 11, 2013 City Council Meeting
- b. Interlocal Agreement with Kitsap County for Juvenile Detention
- c. Interlocal Agreement for North Kitsap School District Security
- d. Interlocal Agreement with North Kitsap School District for Offering Non-Sanctioned WIAA Sports
- e. Special Event: JuleFest

5. BUSINESS AGENDA

a. Resolution No. 2013-11, Mental Health Sales and Use Tax

Motion: Move to approve Resolution No. 2013-11, to encourage the Kitsap Board of Commissioners to enact a one-tenth of one percent sales and use tax in Kitsap County for the purpose of providing funds for provision of mental health treatment and/or chemical dependency treatment programs and services, and for the operation or delivery of therapeutic court programs and services.

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

Discussion: Councilmember Nystul expressed his concern with approving a resolution supporting action that has already been taken by the County; and recommended a new resolution be drafted.

Motion passed unanimously.

b. Agreement for Animal Rescue and Control

Eric Stevens, Kitsap Humane Society (KHS) Executive Director, provided background on the programs and services provided by KHS, and the hope to establish a County-wide licensing program.

City Clerk Boltz explained the current licensing process with the Clerk's Department handling all licensing, which is not entirely effective and the compliance rate is lower. A county-wide licensing program would be the most effective and convenient process for the City and public.

Councilmember Nystul noted corrections needed to various sections in the agreement. Mayor Erickson recommended the agreement be updated with the corrections and brought back to the Council at later date. Boltz suggested the agreement be brought back on the Consent Agenda, due to the minor changes; Council concurred.

c. Public Hearing: 2014 Revenue Sources

Finance Director Booher reviewed the projected 2014 revenues, beginning balances, and the preliminary property tax levy.

Mayor Erickson opened the public hearing at 8:34 PM and asked for public testimony. No testimony was received.

At 8:34 PM Mayor Erickson closed the public hearing.

d. Bid Award: SR305 Illumination and contract award for the Construction Management Services

City Engineer Kasiniak reported on the bid opening for the SR305 Intersection Safety project held October 11th. Four bids were received, the lowest bidder was Stan Palmer Construction.

Additionally, as previously discussed with the City Council, the construction oversight will be performed by Parametix. Kasiniak presented the contract scope and budget for the work to be done by Parametrix, which is 100% paid for by a grant.

Councilmember Stern questioned if the County would be maintaining the lights since the lights are located outside of City limits. Kasiniak stated WSDOT has agreed to take care of the operation and maintenance of the lights.

Councilmember Berry-Maraist stated the Public Works Committee recommends approval.

Motion: Move to award the construction contract for the SR305 Intersection Safety Lighting project to Stan Palmer Construction in the amount of \$230,400 and authorize the Mayor to sign change orders up to 10% of the contract price.

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

Motion passed unanimously.

Motion: Move to approve the contract scope and budget with Parametrix for construction oversight of the SR305 Intersection Safety Lighting project in the amount of \$45,747.45 and authorize the Mayor to sign change orders up to 10% of the contract price.

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

Motion passed unanimously.

e. **Waterfront Park Fencing**

Public Works Director Loveless explained the stormwater treatment bioretention cells recently installed as part of the Anderson Parkway project, have been compacted and plants destroyed by pedestrians walking through the cells. The compression of the soils and lack of surviving vegetation will defeat the treatment potential of the feature. The recommendation is to install approximately 200 linear feet of split-rail fencing to provide a visual and physical barrier that will encourage use of the marked pathways to the park. Signage will also be added to educate the public to use the designated walkways, instead of walking through cells. The estimate cost is \$3,000 which will come from remaining project funds.

Councilmember Berry-Maraist stated the Public Works Committee has recommended approval.

Council discussion included:

- Additional signage to detour people from walking through the area and over the fence;
- Other fence placement options;
- Adding stepping stones to prevent damage, with gaps in the fence to allow walk through.

Motion: Move to authorize Public Works to install split-rail fencing between Waterfront Park and Anderson Parkway to protect the bioretention cells.

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

Amended Motion: To investigate the feasibility of stepping stones, with gaps in the fence and add signage.

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

Amended Motion Vote: Motion passed (**summary:** Yes = 4, No = 3, Abstain = 0).

Yes: Berry-Maraist, Henry, Lord, Musgrove.

No: McGinty, Nystul, Stern.

Motion Vote: Motion passed (**summary:** Yes = 5, No = 2, Abstain = 0).

Yes: Berry-Maraist, Henry, Lord, McGinty, Nystul.

No: Musgrove, Stern.

6. **COUNCIL COMMITTEE REPORTS**

- a. Finance/Administration Committee: Councilmember Stern reported on revisions to the petty cash ordinance, review of City Prosecutors contract, and revenue sources relating to the 2014 budget.

- b. Public Safety/Legal Committee: Councilmember McGinty commented on review of the speed limit on Finn Hill Road, and the process of claims being provided to the Council.

7. DEPARTMENT HEAD COMMENTS

None.

8. CONTINUED COMMENTS FROM CITIZENS

- a. Rita Hagwell asked the \$1,000 fee be waived for her to request the trail line going through her property.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- a. Councilmember Berry-Maraist commented on her attendance at the Puget Sound Partnership meeting.
- b. Mayor Erickson reported on her attendance at the Kitsap Transit Board meeting, her appointment as a member on the Puget Sound Regional Council (PSRC) Project Selection Committee, and her attendance at the Housing Kitsap Board Retreat.
- c. Councilmember Musgrove stated he is proud of the Council in thoroughly reviewing items and asking tough questions; and stressed the importance for the Council to review agenda items and have questions answered, to not delay items unnecessarily.

10. ADJOURNMENT

Motion: Move to adjourn at 9:21 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC