

## **POULSBO CITY COUNCIL MEETING OF NOVEMBER 20, 2013**

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

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

**Absent/Excused:** Henry.

Staff: Berezowsky, Booher, Kasiniak, Kingery, Loveless, McCluskey, Stenstrom, Stephens

### **MAJOR BUSINESS ITEMS**

- \* \* \* Payable Disbursements, September 1- September 30, 2013
- \* \* \* Payable Disbursements, October 1- September 31, 2013
- \* \* \* Budget Amendment, BA13-0403 Nuclear Gauge
- \* \* \* Budget Amendment, BA13-0404 Lincoln Road
- \* \* \* Budget Amendment, BA13-0405 6<sup>th</sup> Avenue
- \* \* \* Interlocal Agreement for Interpreter Service Reimbursement
- \* \* \* Kitsap Economic Development Alliance Update – John Powers
- \* \* \* Ordinance No. 2013-16, Petty Cash
- \* \* \* FY2013-2015 Stormwater Capacity Grants
- \* \* \* Interlocal Agreement for Regional Stormwater Monitoring Program
- \* \* \* Interlocal Agreement Renewal – West Sound Stormwater Outreach
- \* \* \* Public Hearing: 2014 Budget – continued
- \* \* \* Baseline Adjustment and New Program Requests

### **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.

Mayor Erickson spoke in response to the Police Department addressing the drug problem in Poulsbo, and the action plan the Public Works, Police, Mayor and the community as first steps to address the problem.

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

- a. Rita Hagwell spoke to a trail being included on the Urban Paths of Poulsbo and requested the Council consider her request to waive the comp plan application fee.
- b. Janetmarie Valiga spoke to the continued operation of Sound Works and the organization has partnered with Gateway Fellowship, to provide service on a walk-in basis.

- c. Jeff Ubaraga commented on continued problem with activists that set up on the sidewalk in front of his store, Red Apple Market; and disruption to his business.
- d. Dick Stivers spoke to the drug problem in Poulsbo and his request to change the parking restriction from 6:00PM to 6:00AM.

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

- a. Councilmember Nystul commented on his attendance at the National League of Cities convention in Seattle, with Councilmembers Lord and Stern.
- b. Councilmember Berry-Maraist stated the Public Works Committee will be discussing parking restrictions in Anderson Parkway.
- c. Councilmember McGinty questioned if the new crime mapping system the Police Department is using will map the drug arrests and activity. Deputy Chief Wright stated the crime mapping system will include all drug activity and arrests for the public to view.
- d. Mayor Erickson announced the Viking Avenue Tree Lighting will be held November 29<sup>th</sup> at 6:30PM.
- e. Councilmember Musgrove announced the Economic Development Committee will be meeting on December 11<sup>th</sup> at 5:00PM.
- f. Councilmember Stern commented on the increased commuting time for Kitsap residents and the Regional Telecommunications Committee that the City was involved in several years ago; and how people can take steps in starting a home business.

### 4. CONSENT AGENDA

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

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

Motion passed unanimously.

Absent: Henry

The items listed are:

- a. Payable Disbursements, September 1- September 30, 2013
- b. Payable Disbursements, October 1- October 31, 2013
- c. Budget Amendment, BA13-0403 Nuclear Gauge
- d. Budget Amendment, BA13-0404 Lincoln Road
- e. Budget Amendment, BA13-0405 6th Avenue
- f. Interlocal Agreement for Interpreter Service Reimbursement

## 5. BUSINESS AGENDA

### a. Kitsap Economic Development Alliance (KEDA) Update – John Powers

John Powers, KEDA Exec Director, outlined the history and purpose of the alliance. Powers introduced the KEDA Board of Directors, Julie Tappero, West Sound Workforce; Chad Solvie, Martha & Mary; and Russell Steel, Madison Enterprises.

Powers provided an update on the number of Poulsbo and North Kitsap business assisted in 2013; the type of companies assisted; and their updated website.

Julie Tappero spoke about her work with KEDA and the services provided to her business, and recited a letter from Dr. Mitchell, Olympic College, supporting KEDA.

Chad Solvie, Martha and Mary Health Services, spoke to the importance of KEDA and thanked the City for their continued support.

Russell Steele, CEO of Port Madison Enterprises (PME), spoke to PME's commitment to KEDA and hopes the Council continues to support the alliance.

### b. Ordinance No. 2013-16, Petty Cash

Finance Director Booher explained the City has multiple revolving funds for different departments and different purposes (cash register drawer change funds and petty cash). Internal policies and safeguards have been in place to protect these funds for the City. However, the Poulsbo Municipal Code is written currently in a manner in which Council would need to approve any changes of amount between these multiple departments. This ordinance was written to protect the City with a maximum of \$1,500 allowed to be used, yet provides the Finance Director discretion on how to allocate these funds to the different departments based on the needs.

**Motion:** Move to approve Ordinance No. 2013-16, an ordinance of the City of Poulsbo, Washington, amending the provisions of Poulsbo Municipal Code Chapter 3.62 regarding Petty Cash funds.

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

Motion passed unanimously.

Absent: Henry

### c. FY2013-2015 Stormwater Capacity Grants

The Department of Ecology is offering Stormwater Capacity Grants to NPDES Phase II permittees to assist in implementing permit requirements. The total grant offered is \$170,000 with the first \$50,000 available to be applied to most any permit related activity. The second \$120,000 is specifically to be applied to project planning and design activities to prepare projects for future construction grant opportunities. The City has

already submitted a list of project that have been pre-screened and tentatively approved as feasible for future funding by DOE.

**Motion:** Move to authorize the Mayor to sign the 2013-2015 Municipal Stormwater Capacity Grant Agreement.

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

Motion passed unanimously.

Absent: Henry

**d. Interlocal Agreement for Regional Stormwater Monitoring Program**

Public Works Director Loveless reported the new NPDES Phase II permit requires each permitted jurisdiction to conduct both Effectiveness and Status and Trends monitoring of wadeable streams. As part of the program the DOE developed a Regional Stormwater Monitoring Program (RSMP) to do the monitoring for the municipality. Poulsbo's annual costs in the permit for participation in the RSMP are \$6,168. It is recommended that the City opt-in to the RSMP, as the costs to obtain approval and conduct an in-house program are anticipated to be much more than the \$6,168 annual cost.

**Motion:** Move to authorize the Mayor to sign the NPDES Permit S8 Opt-In letter and Interagency Agreement for Regional Stormwater Monitoring Program.

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

Motion passed unanimously.

Absent: Henry

**e. Interlocal Agreement Renewal – West Sound Stormwater Outreach**

Public Works Director Loveless reported the current Interlocal Agreement (ILA) with Kitsap County for stormwater education - as required by the City's National Pollutant Discharge Elimination System (NPDES) Permit - will expire on December 31, 2013. The ILA proposed for renewal will continue to provide the extensive benefit of the current and previous ILAs from the date of execution until December 31, 2016.

**Motion:** Move that the City of Poulsbo continues to participate in the West Sound Stormwater Outreach Group for the purpose of fulfilling NPDES Permit requirements and authorize the Mayor to sign the "Interlocal Agreement Between Kitsap County and the City of Poulsbo to Form the West Sound Stormwater Outreach Group."

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

Motion passed unanimously.

Absent: Henry



**f. Public Hearing: 2014 Budget – continued**

Mayor Erickson stated the public hearing is being continued, and asked for public comments. No comments were received.

Mayor Erickson closed the public hearing at 8:41 PM.

**g. Baseline Adjustment and New Program Requests**

Finance Director Booher provided an overview of the proposed budget variance, and the Finance/Administration Committee and Mayor's recommendations, and an additional request to increase the Council training and travel budget.

Booher outlined 2014 Baseline Adjustment and New Program Requests; and expenditure and revenue adjustments.

Council discussion included:

- Utility taxes
- Police Officer position, with additional research on the possible reduction in overtime
- Legislative Training/Travel increase of \$500 per councilmember
- Additional \$5000 funding to KEDA

The Council concurred to bring this item back for council approval at the December 4, to get their questions answered and present additional options.

**6. COUNCIL COMMITTEE REPORTS**

- a. Public Safety/Legal: Councilmember McGinty reported on the agreement renewal of the Interpreter Services for Municipal Court.
- b. Economic Development Committee: Councilmember Musgrove reminded the public the next meeting will be held on December 11<sup>th</sup> at 5:00PM.
- c. Finance/Administration Committee: Councilmember Stern reported several budget amendments would be coming forward on the consent agenda including those for property proceeds from the Jensen Avenue property and care and custody of prisoners.

**7. DEPARTMENT HEAD COMMENTS**

- a. Public Works Director Loveless thanked the Council for their appreciation and comments; stating he will miss working for the City.

**8. CONTINUED COMMENTS FROM CITIZENS**

None.

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

- a. Councilmember Nystul reported on his attendance at the National League of Cities (NLC) conference, noting that he would not recommend membership to the NLC.
- b. Councilmember Berry-Maraist commented on her attendance at Kitsap Regional Coordinating Council (KRCC) TransPol and the discussion on the proposed State transportation proposal for the Belfair bypass.

**Motion:** Move to extend the meeting to continue the business agenda.

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

Motion passed unanimously.

Absent: Henry

Council concurred to not support the proposal at the KRCC Executive Board.

Berry-Maraist also reported on her attendance at Ecosystem Coordination Board of the Puget Sound Partnership.

- c. Councilmember McGinty and Musgrove thanked Public Works Director Loveless for his work for the City.
- d. Councilmember Musgrove reminded the public downtown merchants will be putting up the holiday lighting this weekend.

**10. ADJOURNMENT**

**Motion:** Move to adjourn at 10:07 PM.

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

Motion passed unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Nicole Stephens, Interim City Clerk, CMC