



## POULSBO CITY COUNCIL MEETING OF JULY 16, 2014

### MINUTES

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

Staff: Finance Director Booher, City Engineer Kasiniak, Parks & Recreation Director McCluskey, City Clerk Purves, IT Manager Stenstrom, Deputy City Clerk Stephens

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for June 2014
- \* \* \* Budget Amendment, BA #14-0301 – Pugh Lincoln Well #2 Manganese Treatment
- \* \* \* Morrow Manor Park Design Funding Request
- \* \* \* Northern Asphalt – Night Work
- \* \* \* On-Call Services Contract – Parametrix, Inc.
- \* \* \* 2015 Budget Kickoff

#### 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. **AGENDA APPROVAL**

Mayor Erickson announced the addition of an Executive Session for the purpose of Potential Litigation and Property Acquisition.

**Motion:** Move to approve the agenda as amended.

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

Motion passed unanimously.

#### 3. **COMMENTS FROM CITIZENS**

Mayor Erickson asked for Comments from Citizens. No comments were received.

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

No comments.

## 5. ► **CONSENT AGENDA**

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

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

Motion passed unanimously.

The items listed are:

a. Payable Disbursements for June 2014, in the amount of \$1,841,093.92 to include Accounts Payable Check Numbers 10025169 through 10025384, Payroll Check Numbers 30023171 through 30023426 and Electronic Disbursement Numbers 24-0040 through 24-0050.

b. Budget Amendment, BA #14-0301 – Pugh Lincoln Well #2 Manganese Treatment

## 6. **BUSINESS AGENDA**

### a. ► **Morrow Manor Park Design Funding Request**

Parks and Recreation Director McCluskey reported Morrow Manor park is located at Noll and Mesford Streets. Using Fischer-Bouma Partnership as the landscape architects, the Parks & Rec Commission hosted a park design charrette on April 28th. Two conceptual park designs were reviewed on June 23rd. This request is for an additional \$10,000 in funding to complete the design process, and determine one preferred concept design that will come forward for future funding. This design will include a hand drawn, phased, color rendered site plan, an image board, tree retention recommendations for the plan, a presentation at the August PRC meeting, budget level cost estimates, and project coordination.

**Motion:** Move to approve the Morrow Manor Park Design funding request for an additional \$10,000 from Park Reserves, contingent upon receipt of a Memorandum of Understanding.

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

**Discussion:** Parks and Recreation Director McCluskey stated

Motion passed unanimously.

**b. ► Northern Asphalt – Night Work**

City Engineer Kasiniak reported Northern Asphalt will be paving the Poulsbo Village Parking Lot and has requested an exemption to construction work hours per Poulsbo Municipal Code 15.32.010. The Engineering Department recommends approval of the request.

**Motion:** Move to approve night time construction for the paving of the Poulsbo Village Parking Lot project as requested by Northern Asphalt and presented by the City Engineer.

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

**c. ► On-Call Services Contract – Parametrix, Inc.**

City Engineer Kasiniak reported the Engineering Department is seeking to enter into an on-call professional services agreement with Parametrix, Inc. for multi-disciplinary services. Kasiniak outlined the proposed contract, scope of work, and fee schedule. Tasks for the contract will be related to Capital Improvement projects and other projects as needed. The City advertised locally for the contract and received over a dozen SOQ's (Statement of Qualifications). The top three firms were interviewed by committee. The interview committee selected Parametrix, Inc. for the contract, and the Public Works Committee concurred with the recommendation.

**Motion:** Move to allow the Mayor to sign the on-call services contract with Parametrix, Inc. on behalf of the City.

**Action:** Approve, **Moved by** Musgrove, **Seconded by** Henry.  
Motion passed unanimously.

**d. ► 2015 Budget Kickoff**

Finance Director Booher provided an overview of the purpose and preparation of the budget, and different fund types and the budget calendar, with the Proposed Preliminary budget being issued September 30, 2014. Booher also outlined the 2015 budget appropriations recommended by the Mayor.

Council discussed:

- Concern with reduction in transfers
- Looking at additional revenue sources (Car tabs, cable excise tax)
- Increasing Sales Tax revenues

Due to no Council consensus, Booher stated she will go forward with both the reduction in transfer and the full transfers, to bring forward.

## 7. ► **COUNCIL COMMITTEE REPORTS**

**a.** Finance/Administration Committee: Councilmember Musgrove reported on the required elected training on the Open Government Act and potential additional Council training; the Exit Interview with the State Auditor; and update on the Marine Science Center HVAC repairs and funding for replacement.

**b.** Public Safety/Legal Committee: Councilmember Lord reported on shared jurisdictional jail transport (with Bainbridge Island and Suquamish Tribe) and the cost savings; Municipal Court update; Police Officer Hoke will be going to Florida to pick up the K9 dog; an addition of a Reserve Officer; and suggested changes to the Fireworks Ordinance by City Clerk Purves.

## 8. **DEPARTMENT HEAD COMMENTS**

No comments.

## 9. ► **CONTINUED COMMENTS FROM CITIZENS**

Mayor Erickson asked for Comments from Citizens. No comments were received.

## 10. ► **COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS**

**a.** Mayor Erickson thanked all individuals involved in the PetsWalk, the Public Works Committee will be meeting at the new Mountain Aire development and will return to City Hall to complete the remainder of the agenda.

**Motion:** Move to adjourn out of executive session.

**Action:** Adjourn, **Moved by** Henry.

Motion passed unanimously.

**11.EXECUTIVE SESSION – REAL ESTATE AQUISITION PURSUANT TO RCW 42.30.110(C) AND POTENTIAL LITIGATION RCW 42.30.110 (I)**

At 8:43 PM Mayor Erickson recessed the meeting in a 30-minutes executive session for the purpose of discussing Potential Litigation and Real Estate Acquisition.

**12.ADJOURNMENT**

Meeting adjourned at 9:13 PM.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, Deputy City Clerk, CMC