



## POULSBO CITY COUNCIL MEETING OF OCTOBER 1, 2014

### MINUTES

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

Absent: McGinty.

Staff: Finance Director Booher, HR Manager Kingery, Parks & Recreation Director McCluskey, Risk Manager Purves, IT Manager Stenstrom, City Clerk Stephens

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for August 2014
- \* \* \* Special Event Applications: Poulsbo Haunted House
- \* \* \* Minutes of September 3, 2014 City Council Meeting
- \* \* \* Minutes of September 10, 2014 City Council Meeting
- \* \* \* Presentation: Puget Sound Energy Agate Pass Tower Replacement project
- \* \* \* City Clerk Reorganization
- \* \* \* Budget Process 2014 Revenue and Expenditure Review

#### 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 noted, revised minutes for September 3rd have been distributed to the Council.

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

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

Motion passed unanimously.

**3. ► COMMENTS FROM CITIZENS**

**a.**Dick Stiver, Poulsbo resident, spoke to the bad press the live aboard community is getting in response to the Port of Poulsbos proposal to add live aboard capacity.

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

**a.**Councilmember Stern spoke to the passing of Cecil McConnell, past City of Bremerton Councilmember.

**b.**Councilmember Nystul commented on his attendance at the Washington Financial Officers Association (WFOA) Conference.

**c.**Mayor Erickson announced the Halloween Haunted House will be held at the old Police Station on Halloween night; and Daffodil Day will be held on November 1st. Erickson also commented on the success of the Drug Take Back program, where the city received 63 pounds of prescriptions.

**5. CONSENT AGENDA**

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

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

Motion passed unanimously.

The items listed are:

**a.**Payable Disbursements for August 1 through August 31, 2014, in the amount of \$4,105,910.23 to include Accounts Payable Check Numbers 10025660 through 10025861, Payroll Check Numbers 30023678 through 30023927 and Electronic Disbursement Numbers 24-0060 through 24-0073.

**b.**Special Event Applications: Poulsbo Haunted House

**c.**Minutes of September 3, 2014 City Council Meeting

d.Minutes of September 10, 2014 City Council Meeting

## 6.BUSINESS AGENDA

a.  **Presentation: Puget Sound Energy (PSE) Agate Pass Tower Replacement project**

Barry Lombard, PSE Project Manager and Bryan McConaughy, Senior Local Government Affairs Representative, presented the Agate Pass Tower Replacement Project, including the project need and background. Lombard outlined the options considered for the towers, project timeline, construction update and next steps. Lombard also spoke to future projects planned in the North Kitsap areas.

b.  **City Clerk Reorganization**

Human Resources Manager Kingery stated Mayor Erickson is proposing to separate the duties of the City Clerk's office into two sections, Risk Management and Clerk's. The reorganization would create a new position, Risk Manager that would be filled by the current City Clerk, Kylie Purves. The Risk Manager will take a proactive role in assessing and managing potential risk for the City as well as working on special projects for the Mayor.

The current Deputy City Clerk, Nicole Stephens, would be promoted to City Clerk and assume the remaining responsibilities of the Clerk's department as well as increased administrative support for the Council and Mayor.

The two sections of Risk Management and City Clerk will be part of the Administrative Services division of the City.

**Motion:** Move to approve reorganization of the City Clerk's department into the Risk Management section and City Clerk section.

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

Motion passed unanimously.

c.**Budget Process 2014 Revenue and Expenditure Review**

Finance Director Booher provided an overview of the City's budgeted funds and total of all funds, review of 2014 expenditures and revenue sources and City sales tax rate. The proposed preliminary document was distributed September 30th; the 2015 preliminary document being distributed on November 1st; October 15th will be review of the 2015 Revenues and public hearing; and the budget workshop on November 12th.

## **7. COUNCIL COMMITTEE REPORTS**

- a. Economic Development Committee:** Councilmember Stern commented on the well attended meeting and the presentation by the North Kitsap Tourism Consortium. The next meeting will be October 22nd, where downtown parking and Port of Poulsbo live aboard discussion will take place.
  
- b. Public Works Committee:** Councilmember Nystul reported on the initial review of the Engineering budget.
  
- c. Finance/Administration Committee:** Councilmember Stern reported a special meeting will be held next Wednesday, October 8th, due to scheduling conflicts; efficiencies in Parks & Recreation refunds; and the process for Councilmembers to endorse candidates with separation of elected responsibilities vs. personal endorsements.

## **8. DEPARTMENT HEAD COMMENTS**

None.

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

Mayor Erickson requested public comments; no comments were received.

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

- a.** Councilmember Berry-Maraist spoke to the West Sound Alliance and the discussion of the Agate Pass Bridge project proposal. The Council discussed the transportation needs on Bainbridge Island due to growth in Poulsbo and Bainbridge Island.

b. Mayor Erickson announced Talon Glen community opens tomorrow, October 2nd, with the key ceremony being held at noon tomorrow.

## **11.ADJOURNMENT**

**Motion:** Move to adjourn at 8:38 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC