



POULSBO CITY COUNCIL MEETING OF OCTOBER 8, 2014

MINUTES

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

Staff: Finance Director Booher, Assistant City Engineer Lenius, Senior Field Inspector Lund, City Engineer Kasiniak, Parks & Recreation Director McCluskey, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Resolution 2014-14, 2014 Salaries and Wages
- * * * Special Event Application: Downtown Trick or Treat
- * * * Kitsap Coordinating Council Reorganization – Commissioner Gelder
- * * * 2015 Lodging Tax Grant Recommendations
- * * * Set Public Hearing for 2015 Final Budget
- * * * Proposed Preliminary Budget
- * * * Stormwater Gap Analysis
- * * * Contract Amendment Gray and Osborne - Connection Fee/Rate Study
- * * * Amendment to Lincoln Road Improvement - Engineering and Surveying Services
- * * * Site Survey and Cultural Study - Lincoln Well #2
- * * * Contract Amendment WES - Lincoln Well #2 Design, Bid Package

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:01 PM and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Mayor Erickson stated the Swearing in of the City Clerk, due to her being ill, and business item e, Stormwater Gap Analysis, will be removed from the agenda.

Motion: Move to approve the agenda, as presented, removing item 6e.

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

3. ► **COMMENTS FROM CITIZENS**

Jan Harrison, Executive Director of the Chamber of Commerce, stated they are seeking nominations for Person of the Year, Volunteer of the Year, Young Leader of the Year, Organization of the Year, Business of the Year and Emerging Business of the Year.

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

Mayor Erickson reminded the public the Haunted House in the old Police Station and Downtown Trick or Treat will be held in on Halloween; Spooktacular will held at the Parks and Recreation Center on Halloween from 3:30 PM to 5:00 PM; the North Kitsap Choir will hold a Candlelight Serenade on October 25th; and Daffodil Day will be held on November 1st at 9:00 AM

Councilmember Stern complimented Commissioner Gelder on all his hard work on the Kitsap Regional Coordinating Council Reorganization.

5. ► **CONSENT AGENDA**

Motion: Move to approve Consent Agenda items a and b.

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

Motion passed unanimously.

The items listed are:

a. Resolution 2014-14, 2014 Salaries and Wages

b. Special Event Application: Downtown Trick or Treat

6. **BUSINESS AGENDA**

a. ► **Kitsap Regional Coordinating Council (KRCC) Reorganization – Commissioner Rob Gelder**

Kitsap County Commissioner Gelder provided an overview of Agency Review Team (ART) committee:

- Members of the ART committee;
- Purpose of the committee -function, organization form and funding formula;

- Primary functions of KRCC land use, transportation and affordable housing;
- Table of opportunity – shared interest within jurisdictions; and how to evaluate those opportunities
- The funding stream for the organization and proposed funding formulas, and staffing
- Staff model vs. consultant model

Councilmembers concurred with the recommendations presented by Commissioner Gelder and thanked Gelder and Councilmember Stern for all their work on the review, and the effectiveness of KRCC on big issues, such as the ferries, and the success for the City for transportation funding through KRCC.

b. ► 2015 Lodging Tax Grant Recommendations

Councilmember Berry-Maraist reported the Community Services Committee (CSC) reviewed the applications one by one and concurred with the Lodging Tax Advisory Committee recommendations:

- 1) Visit Kitsap Peninsula
- 2) The Poulsbo Marketing Coalition
- 3) Historic Downtown Poulsbo Association
- 5) City of Poulsbo- Poulsbo trail Guide
- 6) City of Poulsbo – Anderson Parkway Bathroom Maintenance
- 7) City of Poulsbo – Viking Fest and 3rd of July Public Works Overtime
- 8) City of Poulsbo - Viking Fest and 3rd of July Police Overtime

With the exception of 4) Sons of Norway, Poulsbo Lodge – Sons of Norway Tourism, Marketing and Lobby Revitalization and 9) North Kitsap Soccer Club-Viking Cup; which were recommended at zero funding by the LTAC committee.

CSC felt the two requests should be funded by a small amount, \$2,000 for each group, however by state law they must accept or reject the recommendation. The CSC felt there is enough funding in the reserves to encourage a more spending and there were worthy projects on the table.

Councilmember Nystul stated the Council has the option of approving the recommendations or rejecting them; or to accept the CSC recommendations to fund or send the two requests back to LTAC committee with the anticipated \$4,000, which may or may not come back in that direction.

Motion: Move to accept 2015 Lodging Tax grant recommendations by the LTAC committee for projects #1, 2, 3, 5, 6, 7, 8 as presented and send back to the committee for reconsideration projects 4 and 9.

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

Yes: McGinty, Berry-Maraist, Henry, Lord, Musrove,

No: Nystul, Stern

c. ► Set Public Hearing for 2015 Final Budget

Motion: Move to set a Public Hearing for November 5, 2014 at 7:15 PM to allow the public time to address the Council regarding the 2015 Budget.

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

d. ► Proposed Preliminary Budget

Finance Director Booher presented the 2015 Proposed Preliminary fund accounting changes; explanation of the fund balances; the reductions, transfers and calculations included in the proposed preliminary for the General Fund; and the projected 2015 General Fund expenditures. The proposed preliminary does not include baseline adjustments or new program requests. The preliminary budget will be released October 31st, the Public Hearings will take place November 5th, 12th and 19th, the Department Budget presentations will take place on November 12th and the final budget will be approved in December.

e. Stormwater Gap Analysis

Item removed from the agenda.

f. Contract Amendment Gray and Osborne - Connection Fee/Rate Study

Assistant City Engineer Lenius presented a contract amendment with Gray and Osborne for an independent evaluation of the connection fee, rates the water connection fee and water rate study that is to be conducted in relation to the Water Comprehensive Plan. The second item in the scope of work is the completion of cross connection control plan, which was request by the Department of Health.

Councilmember Nystul reported the Public Works Committee review and recommendation of approval.

Motion: Move to approve the contract amendment with Gray and Osborne for the connection fee, water rate study, and cross connection control plan, as presented and authorize the Mayor to sign on behalf of the City.

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

g.  Amendment to Lincoln Road Improvement - Engineering and Surveying Services

Senior Field Inspector Lund presented the contract amendment for additional construction engineering and surveying services provided by Parametrix is needed for the Lincoln Road Improvements project. Additional work includes: additional design modifications, additional meetings, additional engineering for retaining walls, and other tasks as outlined in the attached scope. The project was funded by two separate grants; a Federal Highway Administration (FHWA) grant and a Transportation Improvement Board (TIB), as well as City matching fund. The total project budget was \$3.5 million. There is sufficient contingency budget in the project to fund these additional expenses.

Motion: Move to approve the scope and budget for Amendment No 1/Task Authorization No. 05 with Parametrix for engineering and surveying services for the Lincoln Road Improvements as presented and authorize the Mayor to sign on behalf of the City.

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

h.  Site Survey and Cultural Study - Lincoln Well #2

Assistant City Engineer Lenius state business items h and i, are the same project, the Lincoln Well #2 construction project. The department has applied for \$1.05 million loan for this project. The request before the Council is for approval of the task order for Parametric for the site survey and cultural study and the second request is for an amendment with Water Engineering Solutions, to proceed with design and construction services.

Lenius reported the contract with Water Engineering Solutions, LLC is needed to move to the next phase of the Lincoln Well #2 project to complete design, prepare the bid package for the construction of the treatment facility, and to provide construction support services during construction.

Motion: Move to approve the scope and budget for the Lincoln Well #2 Site Survey and Cultural Study from Parametrix as presented and authorize the Mayor to sign on behalf of the City.

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

i.Contract Amendment WES - Lincoln Well #2 Design, Bid Package

Motion: Move to approve the contract amendment with Water Engineering Solutions, LLC, for the Lincoln Well #2 project as presented and authorize the Mayor to sign on behalf of the City.

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

7. ► COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Nystul reported on review on the Engineering budget and the Stormwater Gap Analysis discussion.

Councilmember Berry-Maraist also commented on the substantial Public Works staffing increase in the Enterprise funds, in water and stormwater.

Community Services Committee: Councilmember Lord reported on the Little Valley Ballfield Request for Proposal (RFP) and Special Event process review.

Finance/Administrative Committee: Councilmember Stern reported on suggestions and changes to the preliminary budget by the committee.

8. ► DEPARTMENT HEAD COMMENTS

None.

9. ► CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for public comments; no comments were received.

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

None.

11.ADJOURNMENT

Motion: Move to adjourn at 9:01PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, CMC, City Clerk