



POULSBO CITY COUNCIL MEETING OF DECEMBER 3, 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, Risk Manager Purves, Police Chief Townsend, IT Manager Stenstrom, City Clerk Stephens

MAJOR BUSINESS ITEMS

- * * * Minutes of November 5, 2014 City Council Meeting
- * * * Minutes of November 12, 2014 City Council Meeting
- * * * Board and Commission Reappointments
- * * * Budget Amendment/BA#14-0404 - Sale of Old City Hall Property
- * * * Budget Amendment/BA#14-0405 – SR 305 Safety Lighting
- * * * Budget Amendment/BA#14-0406 – Water Comprehensive Plan
- * * * Budget Amendment/BA#14-0407 – County Wastewater Conveyance
- * * * Budget Amendment/BA#14-0408 – On-call Telemetry Support
- * * * Public Hearing: Water Rates Increase
- * * * Continued Public Hearing: Stormwater Rates Increase
- * * * Resolution No. 2014-16, City Hall Holiday Closure
- * * * Little Valley Ball Field Donation
- * * * 2015 Lodging Tax Grant Recommendations
- * * * Finn Hill Water Services Replacement
- * * * Contract Approval for Decant Facility/SW Transfer Station

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 stated she will give her presentation on the budget revenues next week; Consent Agenda item d, Budget Amendment – Sale of Old City Hall Property will be pulled from the consent agenda and placed on the business agenda for discussion; and there will be a minor revision to the November 11, 2014 minutes.

Motion: Move to approve the agenda, as amended.

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

Motion passed unanimously.

3. ► COMMENTS FROM CITIZENS

a.Judy Morgan objected to the Astound (cable) line proposal on Fjord Drive, stating that an additional wire will interfere with the bay views the neighborhood has. Morgan noted Astound is not adding any value to the City of Poulsbo; they want to go through Poulsbo to get to Bainbridge Island.

b.Claire Brockington spoke to the utility increases, stating she cannot afford another increase on her fixed income.

c.Jim Groh commented on the need for the Decant Facility item on the agenda, the increased bid amount and questioned if the authorization of an additional 10% in contingencies was taken into account of the total project cost.

4. ► MAYORS REPORT AND COUNCIL COMMENTS

a.Councilmember Lord spoke to the success of the Viking Avenue Tree Lighting.

b.Councilmember Stern reported on the Kitsap Regional Coordinating Council Legislative Breakfast and the presentation by Police Chief Townsend and Risk Manager Purves regarding Police body cameras.

c.Councilmember Berry-Maraist commented on the festive, holiday decorations downtown.

5. ► CONSENT AGENDA

Mayor Erickson stated item 5d, Budget Amendment/BA#14-0404 - Sale of Old City Hall Property, will be pulled to business agenda for discussion.

Motion: Move to approve Consent Agenda items a through c, and e through h.

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

Motion passed unanimously.

The items listed are:

- a. Minutes of November 5, 2014 City Council Meeting
- b. Minutes of November 12, 2014 City Council Meeting
- c. Board and Commission Reappointments
- d. Budget Amendment/BA#14-0404 – Sale of Old City Hall Property
- e. Budget Amendment/BA#14-0405 – SR 305 Safety Lighting
- f. Budget Amendment/BA#14-0406 – Water Comprehensive Plan
- g. Budget Amendment/BA#14-0407 – County Wastewater Conveyance
- h. Budget Amendment/BA#14-0408 – On-call Telemetry Support

6. BUSINESS AGENDA

a. Budget Amendment/BA#14-0404 - Sale of Old City Hall Property

Finance Director Booher explained the budget amendment is needed to recognize the sale of the old City Hall property, when the City accepted the purchase and sale; a budget amendment should have been done at the time. However, the actual cost for the remediation and demolition of the building was not known at the time. The City has expended approximately \$16,000 for the boundary line adjustment and appraisals, now that we have better figures the budget amendment is coming forward. The amendment recognizes the full sale price of the property and the cost the city is obligated to as part of the purchase and sale agreement.

Councilmember Stern stated the Finance/Administration Committee reviewed this item and recommended it be pulled from the consent agenda for Council discussion.

Motion: Move to approve BA#14-0404 - Sale of Old City Hall Property.

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

Motion passed unanimously.

b. ► Public Hearing: Water Rate Increase

City Engineer Kasiniak outlined the current and proposed rating structure, and Capital Improvement Plan projects for the water and stormwater systems. Kasiniak stated the proposal for the senior discount is 30% or increased discount of 40%; and provided examples for the averages bill with the two discount options applied.

Mayor Erickson opened the public hearing at 7:33 PM.

Mayor asked for public testimony.

- i. Claire Brockington expressed her appreciation for the senior discount being considered, it will make a significant difference.

Council discussed the need to address the inadequate staffing to run the water utility.

Motion: Move to continue the public hearing on the water rate increase, to Wednesday, December 10, 2014, in the Poulsbo City Council Chambers.

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

Councilmember Lord requested additional information at the next meeting on the ideas to better advertise the senior discount.

c. ► Continued Public Hearing: Stormwater Rate Increase

Mayor Erickson stated this is a continued public hearing for the Stormwater Rate Increase and requested public testimony.

- i. Gary Lindsey, soon to be a Poulsbo resident, spoke to the storm water treatment in the 70s, 80s, 90s and 2000s; and the requirements and regulations today. Now stormwater is the most expensive and time consuming part of a construction project; and in 2016 new regulations will be imposed. Lindsey commended the City for getting ahead of the regulations.

Motion: Move to close the public hearing on the proposed stormwater rate increase. **Action:** Approve, **Moved by** Henry, **Seconded by** Nystul.

Motion passed unanimously.

The public hearing was closed at 7:45 PM

Councilmember Lord stated she is in favor for the 40% discount for seniors; Council concurred.

Motion: Move to approve the increase of the stormwater rate to \$16.43 per ISU and to reflect a 40% discount for those that are eligible for such discount, and authorize staff to prepare an ordinance to adopt the increase.

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

Motion passed unanimously.

d. Resolution No. 2014-16, City Hall Holiday Closure

City Clerk Stephens reported the request for City Hall offices to be closed to the public on Friday, December 26, 2014. Staff will have the option to work, or take leave.

Motion: Move to adopt Resolution No. 2014-16, a Resolution of the City Council of the City of Poulsbo, Washington, declaring Friday, December 26, 2014 a City Hall closure.

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

Motion passed unanimously.

e. Little Valley Ball Field Donation

Finance Director Booher Kitsap County has donated the Little Valley Ball Field's to the City of Poulsbo. A Quit Claim Deed giving the City of Poulsbo ownership of the property was performed on July 14, 2014. The 1.82 acre site is home to a small baseball field, and is used sporadically by organizations. The City would like to see this property remain a public recreation amenity, but have an outside recreational or educational organization manage the site for community programs.

Motion: Move to accept the donation of Little Valley Ball Field's from Kitsap County. **Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** McGinty.

Motion passed unanimously.

f. 2015 Lodging Tax Grant Recommendations

The Lodging Tax Advisory Committee (LTAC) met on November 20th to review and make final funding recommendations on two projects that the City Council had asked the LTAC to reconsider. After committee discussion at this meeting, the LTAC decided to not change their funding recommendations.

Motion: Move to accept the 2015 Lodging Tax grant recommendations of \$110,000 as recommended by the Lodging Tax Advisory Committee, and include these projects in the 2015 budget.

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

g. ► Finn Hill Water Services Replacement

City Engineer Kasiniak reported two water services on Finn Hill have been problematic for some time and are in need of a permanent repair solution. A bid package for the small works roster will be prepared to address this need. The project will provide a long-lasting repair solution to the water services and will repair the road that has repeatedly been patched during previous stop-gap repairs on Finn Hill Road. The anticipated cost is approximately \$40,000. A budget amendment from Water Utilities will be required to fund the work and will be prepared when the budget is finalized.

Councilmember Nystul the Public Works Committee discussed the project and recommendation to move forward with the repair.

Kasiniak stated the project will need to be completed at night to accommodate traffic and to reduce disruption to local businesses. Approval for night work will be requested at a later date when scheduling for the project is finalized.

h. ► Decant Facility and Solidwaste Transfer Station Project Award

City Engineer Kasiniak presented the results of the Decant Facility and SW Transfer Station project bid opening and discussing award options (bid additives) as well as discussing project funding needs. McClure and Sons, Inc. is the low bidder with a base bid of \$1,578,591.08, and bids for Bid Additive 1 (bathroom) and Bid Additive 4 (concrete slab), as \$48,915 and \$84,205.54, respectively. Kasiniak also presented the funding recommendations and Public Works Committee recommendations.

Motion: Move to award the contract to McClure and Sons, Inc. as follows:

Base Bid Amount: \$1,578,591.08

Bid Additive 1: \$48,915.00

Bid Additive 4: \$84,205.54

For a total contract award of \$1,711,711.62 and authorize the Mayor to sign change orders up to 10% of contract price.

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

Motion passed unanimously.

Motion: Move to direct staff to process budget amendments up to \$210,000 to support the contract award, as presented by the City Engineer.

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

Motion passed unanimously.

7. **COUNCIL COMMITTEE REPORTS**

a. Public Works Committee: Councilmember Nystul reported on the request for GIS mapping equipment, which the committee concurred with.

b. Finance/Administration Committee: Councilmember Stern reported the committee discussed the SunGard software upgrades and improvements; Mayors Signature Authority Resolution, which will go back to staff for further review; the proposed recommendations to the 2015 budget; and the sales tax report.

8. **DEPARMENT HEAD COMMENTS**

None.

9. **CONTINUED COMMENTS FROM CITIZENS**

a. Mike Lund thanked the Council for the approval of the Decant and Stormwater facility project award.

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

a. Councilmember Stern noted Councilmember Berry-Maraist was recognized due to her upcoming resignation, at the Kitsap Regional Coordinating Council Executive Committee meeting.

11.ADJOURNMENT

Motion: Move to adjourn at 8:40 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC