

POULSBO CITY COUNCIL MEETING OF APRIL 8, 2015

MINUTES

PRESENT: Mayor Erickson; Councilmembers Henry, Lord, McGinty, Musgrove, Nystul, Stern, Thomas.

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

MAJOR BUSINESS ITEMS

- * * * Presentation: Reorganization Update and Poulsbo Municipal Code Updates
- * * * Budget Amendment, BA#15-0204 – New Virus and Spam Filter Software
- * * * Budget Amendment, BA#15-0205 – IT Staff Furniture
- * * * ~~Kitsap Public Utility District Wireless Antenna License Agreement~~
- * * * Minutes of March 11, 2015 City Council Meeting
- * * * Public Hearing: 2015 Comprehensive Plan Amendment Applications
- * * * 2015 Carryover Presentation
- * * * Noll Road Corridor Project Update
- * * * Resolution No. 2015-05, Water Meter Replacements and Sole Source Exemption Request
- * * * Solid Waste Utility Review
- * * * Resolution No. 2015-06, MRSC Roster Service for Small Works

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 consent item c, Kitsap Public Utility District Wireless Antenna License Agreement, is being removed until at later date.

Motion: Move to approve the agenda as amended.

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

Motion passed unanimously.

3. ► **COMMENTS FROM CITIZENS**

Ann Pyle invited the public to the Building Community event honoring Bill Austin and Ardis Morrow, on May 2, 2015 at the Waterfront Park.

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

Presentation: Reorganization Update: Mayor Erickson outlined the reorganization efforts made to gain efficiencies, the prior organization of city staff vs. the current organization of city staff, specifically in the Clerks Department, Risk Management/City Prosecutor, Building and Economic Development offices.

Risk Manager Purves outlined the Municipal Code updates that are needed due to varies staffing changes; the adoption of the changes will be come forward next week.

5. ► **CONSENT AGENDA**

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

The items listed are:

- a. Budget Amendment, BA#15-0204 – New Virus and Spam Filter Software
- b. Budget Amendment, BA#15-0205 – IT Staff Furniture
- c. ~~Kitsap Public Utility District Wireless Antenna License Agreement~~
- d. Minutes of March 11, 2015 City Council Meeting

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

Motion passed unanimously.

6. BUSINESS AGENDA

a. **Public Hearing: 2015 Comprehensive Plan Amendment Applications**

Associate Planner Boughton explained the Comprehensive Plan amendment process and timelines; and outlined the five Comprehensive Plan Amendments.

Mayor Erickson opened the Public hearing at 7:57 PM and asked; no comments were received. The ph was closed at 7:58 PM.

Motion: Move to approve proposed amendments to the Comprehensive Plan map and text including:

CPA 2015-01, as described in the staff report;

CPA 2015-02, as described in the staff report;

CPA 2015-03, as described in the staff report;

CPA 2015-04, as described in the staff report and amended;

CPA 2015-05, as described in the staff report

AND direct the City Attorney to prepare an adoption ordinance to this effect.

Action: Approve, **Moved by** Thomas, **Seconded by** McGinty.
Motion passed unanimously.

b. **2015 Carryover Presentation**

Finance Director Booher presented the 2015 Carryover outlining the projected beginning balance and actual balance; General Fund revenues and expenditures; and carryover requests/adjustments.

Motion: Move to approve Budget Amendment Number 15-0204 for 2015 carryover adjustments.

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

Motion passed unanimously.

c. ► Noll Road Corridor Project Update

Assistant City Engineer Lenius presented an update on the Noll Road Corridor project; phases of the project; the \$2.2M Federal grant obtained and other funding sources. Lenius explained the delegation of authority to management and decision making of the project, due to Mayor Erickson and City Engineer Kasiniak owning property in the project area.

Mayor Erickson stated she will be recusing herself from all management and decision making on the project and these duties will fall to Deputy Mayor McGinty.

City Engineer Kasiniak stated he will be recusing himself from all management and decision making on the project and these duties will fall to Assistant City Engineer Lenius.

d. ► Resolution No. 2015-05, Water Meter Replacements and Sole Source Exemption Request

City Engineer Kasiniak reported on the recommendation to move forward with the purchase and installation of water meters in a phase approach. To maintain consistency with current City equipment, Sensus water meters are recommended and a sole source exemption is requested.

Motion: Move to authorize the purchase and installation of water meters to replace aging infrastructure in the Poulsbo Water System as outlined by the phased approach presented by the City Engineer.

Move to approve and adopt Resolution No. 2015-05.

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

e. ► Solid Waste Utility Review

City Engineer Kasiniak presented the scope and budget for the review of our Solid Waste utility functions, level of service, scope of service, ways to improve or make changes.

Motion: Move to approve the contract as presented with Parametrix for the Solid Waste Utility Planning Assistance in the amount of \$14,402 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

f. ► Resolution No. 2015-06, MRSC Roster Service for Small Works

City Engineer Kasiniak reported the last time the MRSC Services for Small Works resolution was updated was in 2008. Purchase thresholds, RCW references, and other minor language changes have taken place since then and the resolution needs to be updated. The resolution is a requirement of the using the MRSC Service.

Motion: Move to approve, Resolution No. 2015-06, a resolution of the City Council of the City of Poulsbo, Washington, on the subjects of establishing a small public works roster process to award public works contracts and a consulting services roster for architectural, engineering, and other professional services.

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

Motion passed unanimously.

7. ► COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember McGinty reported on consultant selection interviews for upcoming projects, new water meter classification amendment, parking space compliance near crosswalks; and feedback from the Public Facility tours.

Community Services Committee: Councilmember Lord reported on Special Event application review for "Building Community", discussion on the renewal of the St. Olafs trail, and several park project updates.

Councilmember Nystul reported on his attendance at the Kitsap Regional Coordinating Council TransPol meeting, along with Mayor Erickson.

Councilmember Stern reported on his attendance at the Kitsap Regional Coordinating Council meeting.

8. ► **DEPARTMENT HEAD COMMENTS**

City Engineer Kasiniak reported the 3rd Avenue project is almost completed; and the next project will begin on Front Street.

9. ► **CONTINUED COMMENTS FROM CITIZENS**

Mayor Erickson asked for comments from citizen, no comments were received.

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

Mayor Erickson commented on the great success of the Parks & Recreation Easter Egg at Raab Park, and expressed her appreciation to Parks & Recreation Director McCluskey and Parks & Recreation staff that put on the event.

11. **ADJOURNMENT**

Motion: Move to adjourn at 9:24 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC