# POULSBO CITY COUNCIL MEETING OF APRIL 15, 2015

#### MINUTES

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

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

#### **MAJOR BUSINESS ITEMS**

- \* \* \* Payable Disbursements March 2015
- \* \* \* Minutes of March 18, 2015 City Council Meeting
- \* \* \* Budget Amendment/BA#15-0206, Advertising Route #44
- \* \* \* Special Events: Viking Tour 2015
- \* \* \* Special Events: Building Community
- \* \* \* Ordinance No, 2015-07, Poulsbo Municipal Code 2.08 Appointive Officers
- \* \* \* City Prosecutor Council Confirmation
- \* \* \* Interlocal Agreement for Prosecution Services City of Bremerton
- \* \* \* Olympic Crest Final Plat
- \* \* \* Transportation Plan Update
- \* \* \* Project Closeout for Road Preservation
- \* \* \* Consultant Selection for Sewer Projects
- \* \* \* Contract for 6th and 9th Avenue Pump Station Construction Support CHS
- \* \* \* Noll Road Corridor Consultant Selection

# **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

Motion: Move to approve the agenda.Action: Approve, Moved by McGinty, Seconded by Lord.Motion passed unanimously.

# 3. **COMMENTS FROM CITIZENS**

Troy Barber requested the City reconsider their ban on marijuana establishments, due to the passing HB 2136, which addresses the issue of revenue.

# 4. ► MAYORS REPORT AND COUNCIL COMMENTS

Councilmember Lord expressed her appreciation to the Bremerton Symphony on their recent concert.

Mayor Erickson spoke to the special event request from the Jewel Box Theater to do Shakespeare in the Park, in the waterfront park this summer.

# 5. 🕨 CONSENT AGENDA

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

The items listed are:

a.Payable Disbursements – March1 through March 31, 2015, in the amount of \$1,746,221.98 to include Accounts Payable Check Numbers 10027216 through 10027431, Accounts Payable Voucher Numbers V9000073 through V9000094, and Payroll Check Numbers 30025371 through 30025623 and Electronic Disbursement Numbers 25-0013 through 25-0017.

b.Minutes of March 18, 2015 City Council Meeting

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

Motion passed unanimously.

## **6.BUSINESS AGENDA**

a. 🕨 Budget Amendment/BA#15-0206, Advertising Route #44

Mayor Erickson presented the proposal from RockFish Group for a wrap for the Poulsbo route #44 bus.

**Motion:** Move to approve the scope and budget for the Bus Route #44 Theme and Graphics with RockFish Group, as presented and authorize the Mayor to sign on behalf of the City; and approve budget amendment #15-0206. **Action:** Approve, **Moved by** Stern, **Seconded by** Lord. Motion passed unanimously.

## b. 🕨 Special Events: Viking Tour 2015

Parks and Recreation McCluskey stated the Viking Tour is a group bicycle ride on the Kitsap Peninsula which will take place on Sunday, May 17, 2015 beginning at 9:00 AM. The event is expecting 500-750 participants. Deputy Chief Halsted is putting together the budget for the police escort, as the event will be covering the cost. Because this event is being held on Viking Fest weekend, Kathi Foresee and the Viking Fest Corporation have been involved and are supportive.

Motion: Move to approve the Viking Tour 2015 Special Event Permit as presented and with conditions, including costs (to be determined) for police coverage.
Action: Approve, Moved by Henry, Seconded by Stern.
Motion passed unanimously.

## c. Special Events: Building Community

Parks and Recreation McCluskey stated the Building Community 2015 event will take place on Saturday, May 2, 2015 beginning at 12:00 PM in Murriel Iverson Williams Water Front Park. The event celebrates Bill Austin and Ardis Morrow, and their contributions to the community over the years. There will be vendors in the park, children's activities, music at the pavilion and an awards ceremony during the event.

**Motion:** Move to approve the Building Community Special Event Permit as presented and with conditions.

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

Motion passed unanimously.

#### d. Pordinance No, 2015-07, Poulsbo Municipal Code 2.08 – Appointive Officers

Risk Manager Purves stated the duties and responsibilities of many of the City's department heads are found in PMC 2.08. An update to this chapter is necessary due to recent staff changes. Purves stated there is a change to what has been presented, with the removal of the section regarding surety bonds; which will be addressed at a later time.

**Motion:** Move to adopt ordinance 2015-07 an ordinance of the City of Poulsbo, Washington, amending Chapter 2.08 of the Poulsbo Municipal Code in order to revise the duties of the appointed municipal officers provided for in such chapter and in order to add the Office of the City Prosecutor providing for severability and establishing an effective date, as amended to eliminate 2.08.130 section b. **Action:** Approve, **Moved by** Lord, **Seconded by** Henry. Motion passed unanimously.

## e. City Prosecutor Council Confirmation

Mayor Erickson requested Council concurrence to appoint Kylie Purves as the City Prosecutor, effective May 1, 2015.

**Motion:** Move to authorize Mayor Erickson to appoint Kylie Purves as the City Prosecutor.

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

#### f. F. Interlocal Agreement for Prosecution Services – City of Bremerton

Risk Manager Purves explained the intent of the agreement is for the City of Bremerton and the City of Poulsbo to provide each other with back-up and emergency prosecution services. There is no compensation for services rendered under the agreement and each City remains solely responsible for acts or omissions of its attorneys which may arise out of the performance of the agreement Councilmember Nystul stated he will be abstaining from the vote due to his employment with the City of Bremerton.

**Motion:** Move to approve the Interlocal Agreement for Prosecution Services with the City of Bremerton and authorize the Mayor to sign on behalf of the City. **Action:** Approve, **Moved by** Henry, **Seconded by** McGinty.

**Vote:** Motion passed (**summary:** Yes = 7, No = 0, Abstain = 1). **Yes:** Henry, Lord, Mayor Erickson, McGinty, Musgrove, Stern, Thomas. **Abstain:** Nystul.

#### g. 🕨 Olympic Crest Final Plat

Senior Engineering Technician Hulst reported the infrastructure for the plat of Olympic Crest has been completed to the satisfaction of the Engineering, Planning, and Public Works Departments. All construction punch list items are complete and have been field verified by the Engineering Inspectors. As required, a maintenance bond has been obtained by the developer to guarantee that all City owned infrastructure survives for the required maintenance period of two years.

**Motion:** Move to approve the Final Plat of Olympic Crest. **Action:** Approve, **Moved by** McGinty, **Seconded by** Lord. Motion passed unanimously.

# h. 🕨 Transportation Plan

City Engineer Kasiniak presented the scope and budget for updates to the Transportation Comprehensive Plan and Concurrency Ordinance. A new program request of \$70,000 was submitted for the 2015 budget to fund this project but it was only funded partially at \$35,000. The proposed scope is broken down into segments to separate the costs for the various elements. A budget amendment may be needed to fund a portion of the project.

**Motion:** Move to approve the concept of the City Engineer in funding the Concurrency Ordinance, the Street Maintenance and Non-motorized elements in the Parametrix Contract and ask that the City Engineer return at the next Council meeting with the proposed budge amendments.

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

Motion passed unanimously.

# i. Project Closeout for Road Preservation

City Engineer Kasiniak presented the Bond Road, Hostmark, 7th and 8th Road Preservation Project for Council acceptance and contract closure.

**Motion:** Move to accept the Bond Road, Hostmark, 7th and 8th Road Preservation Project as complete and authorize release of the contract bond in accordance with state law and contract requirements.

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

# j. Consultant Selection for Sewer Projects

City Engineer Kasiniak stated the City requested statements of qualifications for four sewer projects on March 2, 2015, six proposals were received. The selection team reviewed the proposals and short-listed four firms which were interviewed on April 10, 2015. The selection team's recommendations as follows: Both pump stations - CHS Engineers, LLC; I&I Study - RH2 Engineering; and Comprehensive Sewer Plan Update - BHC Consultants.

**Motion:** Authorize the City Engineer to move forward with negotiating contracts with the following firms for the following projects: I&I Study - RH2 Engineering; Comprehensive Sewer Plan - BHC Consultants; and Liberty Bay Lift Station Upgrades and Village Pump Station Upgrades - CHS Engineers, LLC. **Action:** Approve, **Moved by** Lord, **Seconded by** Nystul.

Motion passed unanimously.

# k. Contract for 6th and 9th Avenue Pump Station Construction Support – CHS Engineers

City Engineer Kasiniak stated the City selected CHS Engineers through a competitive process in December 2010 to provide design, permitting, bidding, and construction support services for the 6th and 9th Ave Pump Stations Project. Kasiniak presented the scope of work and budget for the next phase for bid and construction support services.

**Motion:** Move to approve the contract with CHS Engineers, LLC for bid and construction support services for \$60,000 and authorize the Mayor to sign on

behalf of the City. **Action:** Approve, **Moved by** Henry, **Seconded by** McGinty. Motion passed unanimously.

# I. Noll Road Corridor Consultant Selection

Senior Engineering Technician Bateman presented the consultant selection for the Noll Road Corridor Project design phase and requesting authorization to complete contract negotiations with the selected consultant.

**Motion:** Move to authorize the Assistant City Engineer to continue forward with negotiating a contract with Parametrix for the design of the Noll Road Corridor Project.

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

Motion passed unanimously.

# **7.COUNCIL COMMITTEE REPORTS**

Public Safety/Legal: Councilmember McGinty reported on EHM in the Court is down, proposed amendments to the WestNet agreement, and newly hired Police Officer Danielle Branes is now commissioned.

<u>Finance/Administration Committee</u>: Councilmember Musgrove reported on the budget amendment for the Peterson Rock Wall replacement, discussion on beautification projects in Poulsbo and formulating a funding plan.

## 8. DEPARTMENT HEAD COMMENTS

None.

# 9. **CONTINUED COMMENTS FROM CITIZENS**

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

# 10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Stern commented on the upcoming Intergovernmental Committee meeting, on Friday, April 17, 2015, and requested the Council to forward any suggested agenda items to the Mayor or himself.

#### **11.ADJOUNRMENT**

Motion: Move to adjourn at 8:35 PM.Action: Approve, Moved by Musgrove, Seconded by Henry.Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

.

Nicole Stephens, City Clerk, CMC