

POULSBO CITY COUNCIL MEETING OF JUNE 17, 2015

MINUTES

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

Excused: Mugrove

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

MAJOR BUSINESS ITEMS

- * * * Budget Amendment, BA15-0210 – Transportation Plan Update
- * * * May 2015 Payable Disbursements
- * * * Building Inspector Position
- * * * Contract for Comprehensive Sewer Plan Update - BHC Consultants
- * * * Special Event: Summer Solstice
- * * * Lodging Tax Grant Proposal - Maritime Museum and Visitor Center
- * * * Behavioral Health Specialist - Grant and Service Agreements
- * * * Ordinance No. 2015-12, Ratification of 2015 County Wide Planning Policies Amendments
- * * * Joint City Council/Planning Commission Workshop – 2016 Comprehensive Plan and Development Regulations Periodic Update Kick Off

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** Lord, **Seconded by** Stern.

Motion passed unanimously.

3. **COMMENTS FROM CITIZENS**

Jim Shields, Poulsbo Historical Society, spoke to the proposed Maritime Museum in downtown and their grant request. Shields requested Council support when discussed on tonight agenda.

Tom Foley expressed he came to complain about the noise and lack of communication at the Mountain Aire project, however after speaking with Mayor Erickson, she was aware of the issue and would be addressing it. Foley expressed his appreciation to the City and the Mayor for listening to citizens and their hard work.

4. **MAYORS REPORT AND COUNCIL COMMENTS**

Mayor Erickson reported on:

- Firework during the 4th of July holiday and her concern with the unseasonably dry conditions; encouraging residents to attend the professional fireworks shows.
- Parks & Recreation Open House being held on June 21st
- Summer Solstice events this weekend
- Congratulated all the graduates

5. **CONSENT AGENDA**

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

The items listed are:

- a. Budget Amendment, BA15-0210 – Transportation Plan Update
- b. May 2015 Payable Disbursements in the amount of \$2,019,656.13 to include Accounts Payable Check Numbers 10027692 through 10027903, Accounts Payable Voucher Numbers V9000120 through V9000137, Payroll Check Numbers 30025854 through 30026119 and Electronic Disbursement Numbers 25-0027 through 25-0032.

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

Motion passed unanimously.

6. BUSINESS AGENDA

a. ► Building Inspector Position

Assistant City Engineer Lenius provided an update on the Building Department and the request for a new position, Building Inspector I, with plans to hire a Building Inspector I in lieu of replacing the current Building position that is being vacated.

Motion: Motion to approve Building Inspector I position as presented.

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

Motion passed unanimously.

Motion: Motion to authorize the Building Department to move forward with submitting a budget amendment of \$5,000 to increase operating expenses.

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

Motion passed unanimously.

b. ► Contract for Comprehensive Sewer Plan Update - BHC Consultants

Assistant City Engineer Lenius explained a competitive solicitation and selection process was completed in April 2015 to select a consultant to update the Sewer Comprehensive Plan. BHC Consultants was selected for the project and was approved by the City Council on April 15, 2015. Lenius further explained the total project budget is \$90,000 but only \$35,000 was approved in the 2015 budget. A budget amendment of \$55,000 will be required to complete all the required components of the update.

Motion: Move to approve the contract with BHC Consultants to update the Sewer Comprehensive Plan as presented for \$75,928 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

c. ► Special Event: Summer Solstice

Parks and Recreation Director McCluskey explained the West Sound Wildlife Shelter has applied for a special event permit to host an educational event with animals and handlers.

Motion: Move to approve the Summer Solstice Special Event Permit as presented.

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

Motion passed unanimously.

d. ► Lodging Tax Grant Proposal - Maritime Museum and Visitor Center

Parks and Recreation Director McCluskey reported the Poulsbo Historical Society has made an out-of-cycle grant request for \$15,000 in Lodging Tax dollars for operational start-up funding for the new Maritime Museum and Visitor Center in downtown Poulsbo.

The Lodging Tax Advisory Committee met on Tuesday, June 16, 2015 to review the grant request and recommended funding the \$15,000 request.

Motion: Move to approve the Lodging Tax Advisory Committee's 2015 recommendation for \$15,000 for the Poulsbo Maritime Museum and Visitor Information Center.

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

Motion passed unanimously.

e. ► Behavioral Health Specialist - Grant and Service Agreements

City Prosecutor Purves stated the Council was presented information on a Kitsap County grant application to fund a pilot program for a Behavioral Health Specialist to provide mental health and related services to defendants on pretrial diversion agreements in the municipal court.

The grant application was approved by the County Commissioners and the attached

agreements are necessary to begin the pilot program. The first agreement is with Kitsap County for the grant funds. The second agreement is with Kitsap Mental Health Services for providing the mental health and related services.

Motion: Move to approve the approve contract KC-172-15 with Kitsap County and the contract for professional services with Kitsap Mental Health as presented and authorize the Mayor to sign the contracts on behalf of the City.

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

Motion passed unanimously.

f. ► Ordinance No. 2015-12, Ratification of 2015 County Wide Planning Policies Amendments

Planning Director Berezowsky reported on the Kitsap Board of County Commissioners approved four proposed amendments to the Kitsap County Planning Policies (CPPs). The four amendments are minor in nature and do not affect the policy direction contained in the CPPs, including:

- APPENDIX B-1 (1. Correct a scrivener's error regarding the Silverdale Urban Growth Area's 2010 Census population; 2. Finalize a shift in population growth of 1,000 people from the Central Kitsap Urban Growth Area to the Silverdale Urban Growth Area; and, 3. Extend the Planning Horizon from 2035 to 2036, based on a recommendation from the Washington State Department of Commerce.)

- APPENDIX B-2 (1. Amendment adopting a 20-year Employment Target for all Kitsap jurisdictions extending to 2036.)

Motion: Move to ratify Ordinance No. 2015-12, an ordinance of the City of Poulsbo, Washington, ratifying the 2015 amendments to the Kitsap County Countywide Planning Policies and providing an effective date.

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

Motion passed unanimously.

Mayor Erickson recessed at 7:41 PM, to allow the Planning Commissioners to take their seats for the joint workshop. The meeting reconvened at 7:47 PM.

g. ► Joint City Council/Planning Commission Workshop – 2016 Comprehensive Plan and Development Regulations Periodic Update Kick Off

Planning Director Berezowsky presented the purpose and background of the Comprehensive Plan and the Development Regulations updates.

Associate Planning Boughton stated since the City underwent a significant update in 2009, the 2016 Periodic Update will primarily be a check-in on the policy direction of the Comprehensive Plan. Boughton outlined the key tasks and anticipated timeline in 2015 and 2016; and the roles of the Planning Commission and City Council.

Discussion included:

- Community Questionnaire: Utilizing the many of the same questions from the 2008 questionnaire again, to give a good check in on how the community answered the same questions in 2008 and then today. It was recommended the Planning Commission review the existing questions and provide input/suggestions, for the Council to review.
- Public Participation: Creative outreach and ways to let the citizens know the City wants their input. The various e-mails lists the City has will be used, as well as utilizing the North Kitsap School District community e-mail list. All information, and the questionnaire, will also be posted on the webpage set up for the specifically for the Comprehensive Plan update.
- Possible affects of the Buildable lands analysis and density

7. ► COUNCIL COMMITTEE REPORTS

Public Safety/Legal Committee: Councilmember McGinty reported City Prosecutor Purves is working on an Interlocal Agreement with Port Townsend for shared Prosecution services.

Finance/Administration Committee: Councilmember Stern reported on Engineering Software request will be coming forward at the next Council meeting, sales tax report and review of the budget process.

8. ► DEPARTMENT HEAD COMMENTS

None.

9. ► CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for comments from citizens; no comments were received.

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Lord encouraged the public to attend the Mid-Sommer Fest and Summer Solstice events.

Mayor Erickson announced she will be at Central Market this Saturday publicizing Pet Walk, and an open house at Olympic Crest tomorrow.

Councilmember Stern thanked Councilmember Nystul for the extra efforts with the LTAC committee this week; and the West Sound CodeDojo will be held in the Council Chambers on June 27th.

11.ADJOURNMENT

Motion: Move to adjourn at 9:06 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC