

## **POULSBO CITY COUNCIL MEETING OF JULY 1, 2015**

### **MINUTES**

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

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

### **MAJOR BUSINESS ITEMS**

- \* \* \* Minutes of June 3, 2015 City Council Meeting
- \* \* \* Minutes of June 10, 2015 City Council Meeting
- \* \* \* Budget Amendment/BA#15-0301 - City Facilities Maintenance
- \* \* \* Budget Amendment/BA#15-0302 - Comprehensive Sewer Plan Update
- \* \* \* Budget Amendment/BA#15-0303 - Hostmark ADA Project
- \* \* \* Fireworks and Fire Safety – Poulsbo Fire Chief Jeff Griffin
- \* \* \* Senior Planner Position
- \* \* \* Resolution No. 2015-09, 2015 Salaries and Wages - Revised
- \* \* \* Drinking Water State Revolving Fund (DWSRF) Loan for Lincoln Well #2 Water Treatment Facility
- \* \* \* Contract for Building Code Support Services – BHC Consultants

#### **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 the addition of a business item, Lindvig Beautification.

**Motion:** Move to approve the agenda as amended.

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

Motion passed unanimously.

### 3. ► **COMMENTS FROM CITIZENS**

Troy Barber spoke to the passage of House Bill 2136, directly affects the Poulsbo ban on cannabis related business, was signed into law yesterday. Stating Poulsbo will not receive tax revenue, unless they have sited businesses within city limits. Barber requested the City put the decision to the voters and relaxing the zoning restrictions.

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

Councilmember Thomas commented on his attendance at the State Auditors Exit Conference, with the results being very good; thanks to the hard work of City Staff.

Mayor Erickson urged citizen not discharge personal fireworks this holiday, due to the very dry weather and conditions. Instead, she suggested residents come to the 3rd of July Fireworks event.

### 5. ► **CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through e.

The items listed are:

- a. Minutes of June 3, 2015 City Council Meeting
- b. Minutes of June 10, 2015 City Council Meeting
- c. Budget Amendment/BA#15-0301 - City Facilities Maintenance
- d. Budget Amendment/BA#15-0302 - Comprehensive Sewer Plan Update
- e. Budget Amendment/BA#15-0303 - Hostmark ADA Project

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

Motion passed unanimously.

### 6. **BUSINESS AGENDA**

**a. ► Fireworks and Fire Safety – Poulsbo Fire Chief Jeff Griffin**

Poulsbo Fire Chief Jeff Griffin will be presenting his view of our critical fire situation with our dry weather; outlining the number of fireworks related fires and the dangerous conditions; the type of fireworks that are being sold at local firework stand; and the allowable times in the Poulsbo. The City of Poulsbo is the only city in the county that allows discharge of fireworks for an entire week prior to the 4th of July. Griffin urged the City to consider changing the fireworks regulations to limit the allowable times, and include a provision to ban fireworks in emergency situations.

**b. ► Senior Planner Position**

The Planning and Economic Development Director is requesting approval of the reinstatement of the Senior Planner position within the Planning and Economic Development Department. This request will not result in a new employee within the department; but an advancement opportunity for an existing Associate Planner position.

**Motion:** Move to approve the reinstatement of the Senior Planner position within the Planning and Economic Development Department, and a reclassification of one Associate Planner position to a Senior Planner position.

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

Motion passed unanimously.

**c. ► Resolution No. 2015-09, 2015 Salaries and Wages - Revised**

**Motion:** Move to approve Resolution No. 2015-09, adopting the 2015 Salaries and Wage schedules effective July 1, 2015.

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

Motion passed unanimously.

**d. ► Drinking Water State Revolving Fund (DWSRF) Loan for Lincoln Well #2 Water Treatment Facility**

City Engineer Kasiniak reported the Engineering Department applied for a \$1.05 million loan in October 2014, for the Lincoln Well #2 Water Treatment Facility construction project. The City was selected in November 2014 as a recipient of the Drinking Water State Revolving Fund (DWSRF) Loan.

**Motion:** Move to approve the Drinking Water State Revolving Fund Contract for the Pugh Well/Lincoln Well #1 and #2 Treatment for Manganese project as presented for

\$1,060,500 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

**e. ► Contract for Building Code Support Services – BHC Consultants**

City Engineer Kasiniak proposed that the City contract with BHC Consultants for building inspection and plan review services to help with overflow work to maintain service levels during the transition to the new Building Inspector I position. The City approached three qualified firms, from the Municipal Research Services Center (MRSC) roster, for statement of qualifications to provide services for this effort. BHC Consultants was the most qualified firm of those received. Kasiniak presented the agreement, noting a budget amendment will follow to recognize additional revenues anticipated from the incoming permits that will support the contract expense.

**Motion:** Move to approve the contract with BHC Consultants for building code support services as presented for \$12,000 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

**f. ► Lindvig Bridge Beautification**

Mayor Erickson spoke to the need to beautify the Lindvig Bridge and reached out to Jim Marrow, who painted the Viking Ship downtown, and requested him to

determine ways to improve the aesthetics of the bridge. Erickson presented the design Marrow came up with.

Councilmember Stern stated the Finance Committee discussed the proposal and recommends approval. The proposal is estimated at \$9,000; \$5,000 from the Borgen Beautification fund and \$4,000 from revenue stabilization.

**Motion:** Move to authorize the Mayor to enter into a contract with James Mayo, to permanently beautify Lindvig Bridge as presented, in the sum of \$9,000; \$5,000 from the Borgen Beautification fund and \$4,000 general fund reserves.

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

Motion passed unanimously.

## 7. ► **COUNCIL COMMITTEE REPORTS**

Finance/Administration Committee: Councilmember Thomas reported he was chose as the new committee chair, and review of the Sales Tax reports and Real Estate Excise tax report.

Councilmember Stern provided a report on the legislative updates, and his attendance at the Association of Washington Cities Conference. Mayor Erickson announced Fishline will be awarded \$625,000 out of the State Capital Budget.

Councilmember Stern commented on his attendance at the Suquamish Tribe "Old Man House Park".

## 8. ► **DEPARTMENT HEAD COMMENTS**

Risk Manager/City Prosecutor Purves reported the Washington Cities Insurance Association (WCIA) Audit was completed last week and the City had no action items.

## 9. ► **CONTINUED COMMENTS FROM CITIZENS**

Mayor Erickson asked for citizen comments, no comments we received.

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

Councilmember Musgrove reminded citizens to be safe during the 4th of July.

Councilmember Lord added citizens should watch out for their pets during the 4th of July.

Councilmember Nystul complimented the Finance Director and Finance staff on the timely audit; and reminded staff that all Council should be made aware and receive an invitation to the audit exit conference.

Mayor Erickson commented on her attendance at the Poulsbo Community Orchestra, which was quite good; and also urged people to no use personal fireworks.

Councilmember Henry commented on his attendance at the Association of Washington Cities (AWC) Conference with Councilmember Stern, noting next year the conference will be held in Everett.

## **11.ADJOURNMENT**

**Motion:** Move to adjourn at 8:34 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC

