

POULSBO CITY COUNCIL MEETING OF AUGUST 12, 2015

MINUTES

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

Staff: Finance Director Booher, City Prosecutor Purves, Information Technology Manager Stenstrom, City Clerk Stephens

MAJOR BUSINESS ITEMS

- * * * Minutes of July 17, 2015 City Council Meeting
- * * * Ordinance No. 2015-15, Repealing PMC 12.28.160 – Permitting Process for Marine Regattas and Races
- * * * 2015 Council Goals Review and 2016 Council Goals
- * * * Codified Council Committees
- * * * Council Salary Review

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 Memorandum of Intent for Transfer of Marine Science Center Property.

Motion: Move to approve the agenda, as amended.

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

Motion passed unanimously.

3. **COMMENTS FROM CITIZENS**

Troy Barber spoke to the rally in Seattle last week, where activities shut down the opportunity for Senator Bernie Sanders and the need to resolve issues surround race and mass incarceration.

Tom Hall, Central Market, invited the Council and public to the 20th Anniversary celebration on August 21st – 23rd. Hall also expressed his appreciation to the Council and City for their support over the years.

Mayor Erickson spoke to the positive impact of Central Market in Poulsbo, and Poulsbo wouldnt be what it is today without Central Market.

Councilmember Stern invited up Larry Nakata to speak to Central Market and the history of the company. Nakata thanked the City and Council for all they do for the company.

4. **MAYORS REPORT AND COUNCIL COMMENTS**

Councilmember Lord spoke to the success of the Poulsbo Block Party.

The Council spoke to the passing of Bremerton City Councilmember Mike Sullivan.

Councilmember Nystul spoke to his working with Bremerton City Councilmember Mike Sullivan and his passing.

Councilmember Stern acknowledged the Parks & Recreation Department for the Concerts in the Waterfront Park.

Councilmember Henry commented on his attendance at the Chamber luncheon.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda items a.

The items listed are:

a.Minutes of July 17, 2015 City Council Meeting

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

6. BUSINESS AGENDA

a. ► **Ordinance No. 2015-15, Repealing PMC 12.28.160 – Permitting Process for Marine Regattas and Races**

City Prosecutor Purves explained there is currently a provision in PMC 12.28.160, that states permits for marine regattas and races are approved by the Police Chief. It is recommended that these instead to be treated just like any other special event and go through the special event application process overseen by the City Clerks office. This process involves review by several City departments and the Community Services Committee.

Motion: Move to adopt Ordinance No. 2015-15, Repealing PMC 12.28.160, Permitting Process for Marine Regattas and Races.

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

Motion passed unanimously.

b. ► **Memorandum of Intent for Transfer of Marine Science Center Property**

Councilmember Stern outlined the history of Olympic College Poulsbo Campus, and the Western Washington University (WWU) expanding to Olympic College. Stern explained the memorandum is not an agreement, but a document of intent to move forward with the feasibility of moving WWU to transfer the Marine Science Center (MSC) to WWU; with WWU continuing to operate the MSC as a Marine Science Center.

Mayor Erickson stated the Memorandum of Intent before the Council was drafted by our City Attorney, and encouraged the Council to review the document and suggested the Council deliberate and take action at the September 2nd Council meeting.

Councilmember Musgrove and Lord stated they are comfortable with the language in the document and taking action tonight.

Mayor Erickson expressed she supports WWU taking over the building however she did not feel comfortable with signing the document without further review; if the Council approved the MOI, she would not sign it.

Motion: Move to put the decision (of the signing the Memorandum of Intent) before the Council.

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

Discussion: Councilmember Nystul asked City Prosecutor Purves, what a Memorandum of Intent is and the legal implications; Purves explained City Attorney Haney drafted the document, and she did not have any knowledge of it.

Councilmember Lord suggested an amendment to the motion, to include language that allows the Mayor and City Staff to do their due diligence and not sign it until a later Council meeting.

Councilmember Musgrove called for the question.

Vote: Motion passed (summary: Yes = 6, No = 1,)

Yes: Henry, Lord, McGinty, Musgrove, Nystul, Stern.

No: Thomas.

At 8:08 PM Mayor Erickson recessed the meeting for 5 minute break. The regular meeting reconvened at 8:11 PM.

c.Council Workshop

2015 Council Goals Review and 2016 Council Goals

The 2015 Goals were discussed and revised:

1.Develop and Implement a “Neighborhood Streets Maintenance Program” (*Responds to Community Goal #1 – Land Use and #9 – Revenues and Financial Stability*)

Objective/Workplan

i.To be reviewed in June 2016 ~~Explore and Revisit “Neighborhood Streets Maintenance Program” and related costs as developed by Engineering Department in Council Workshop in coming year.~~

Responsibility – City Council

ii. ~~Explore Funding Sources for “Neighborhood Streets Maintenance Program”.~~

Responsibility – City Council

iii. ~~Implement “Neighborhood Streets Maintenance Program” based on funding.~~

Responsibility – Engineering and Public Works Departments

2. Complete Sale of Old City Hall Property and Market Police Station

(Responds to Community Goal #1 – Land Use and #9 – Revenues and Financial Stability)

Objective/Workplan

Task 1 – ~~Complete Purchase and Sale Agreement of Old City Hall Property~~

Responsibility –

Mayor/Engineering Task 2 – ~~Market Old Police Station~~

Responsibility – Mayor

2. Develop Long Term Economic Development Plan

(Responds to Community Goal #7 – Economic Development)

Objective/Workplan

i. ~~Review Chapter 9 of Comprehensive Plan Update~~

Responsibility – Planning/Economic Development Committee/City Council

- ii. Explore College Town concept, Nightlife Economy and appropriate business locations.

Responsibility – Planning/Economic Development Committee/City Council

3. Increase Public Awareness of City Information and Simplify Access

(Responds to Community Goal #10 – Customer Service)

- i. Investigate resources for simplifying public access to City information.

Responsibility – Mayor/City Clerk/Information Services

4. Create Joint Regional Transportation Vision for State Route 305

Corridor *(Responds to Community Goal #1 – Land Use and #9 – Financial Stability)*

Objective/Workplan

- i. Adopt resolution memorializing intent to cooperate with the Suquamish Tribe, Kitsap County, and the City of Bainbridge Island.

Responsibility – City Council

- ii. Task Reach out to State officials

Responsibility – City Council

- iii. Continue to organize joint meetings with the Suquamish Tribe, Kitsap County, and the City of Bainbridge Island to establish objectives, measurable performance goals and funding plan.

Responsibility - Mayor

5. Construct New Public Works Facility

(Responds to Community Goal #4 – Capital Facilities)

Objective/Workplan

i. Develop design/scope of work and proposed budget for construction.

Responsibility – Mayor/Engineering/Public Works

ii. Review design/scope of work and proposed budget.

Responsibility – City Council

iii. Decommissioning of old Public Works facility

Responsibility – Mayor/Engineering/Public Works

6. Implement Dog Fish Creek Study

(Responds to Community Goal #3 – Natural Environment)

Objective/Workplan

i. Review Dog Fish Creek Study, identify projects in study and set remaining priorities.

Responsibility – Engineering

ii. Establish Funding for Implementation of Prioritized Projects

• Investigate Hattaland Park.

Responsibility – City Council

iii. Complete 8th Ave. Culvert Replacement

Responsibility – Engineering

iv. Remove Brush and Willows along State Route 305

Responsibility – Public Works

7.Lindvig Bridge Beautification *(Responds to Community Goal #2 – Community Character)*

~~Task 1 – Create agreeable design/plan as approved by Council and identify cost.~~

Responsibility – Mayor

~~Task 2 – Establish timeframe and identify necessary permitting for Design/Plan implementation.~~

Responsibility – Engineering

~~Task 3 – Establish Maintenance Plan for finished project.~~

Responsibility – Public Works

~~Task 4 – Establish funding for creation, implementation and maintenance of Design/Plan.~~

Responsibility – City Council

7.Explore Sources of Funding, Volunteer Opportunities and Grants for Parks

(Responds to Community Goal #6 – Parks & recreation and Open Spaces and #9 – Revenues and Financial Stability)

Responsibility – City Council/Mayor

Codified Council Committees

City Prosecutor Purves explained the Poulsbo Municipal Code needs to updated to remove the Capital Improvements Plan Committee, proposing City Clerk Stephens and herself review the language and bring proposed changes to the Finance/Administration Committee. Council concurred.

Council Salary Review

Councilmember Thomas provided background discussion by the Finance/Administration Committee however no action or consensus was made by the committee; therefore no recommendation was brought forth to the Council. The Councilmember pay has no be changed since 1999 and is a concern to some Councilmembers.

Councilmember Musgrove stated the initial committee discussion included increasing the salary from \$500 per month to \$700 per month; and suggested the salary be reviewed periodically.

Councilmember McGinty added Councilmember cannot set their own salaries for the position they currently hold, any increase cannot go into effect until the next election cycle. Staff has reviewed the salary and what it would have been had Council been eligible for a cost of living increase; which would have been \$748 per month.

Motion: Move to approve an increase the Council stipend to \$750, and be included in the 2016 Proposed Preliminary Budget.

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

Discussion: Councilmember Nystul mentioned the school board does not get a stipend. When looking for new employees and management staff the City looks at comparable cities, had the City used those comparables for the Council the stipend would be \$550 per month.

Vote: Motion passed (**summary:** Yes = 5, No = 2).

Yes: Henry, Lord, McGinty, Musgrove, Stern.

No: Nystul, Thomas.

7. ► COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported she was selected as the new chair; update on the E-Gov software implementation; and evaluation of the Solid Waste Utility Evaluation.

Community Services Committee: Councilmember Henry reported he was selected as the new chair, and review of the Parks and Recreation budgets.

8. ► DEPARTMENT HEAD COMMENTS

Finance Director Booher announced a computer kiosk has been placed in the 3rd floor lobby, which citizen can use to pay their utility bills. A resolution will be coming forward next week to add a convenience fee for payments taken over the phone.

9. CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Mayor Erickson thanked the Council for moving in a direction they see as being right with Memorandum of Intent, even though she didnt agree; however thanked the Council for listening to her concerns.

11. ADJOURNMENT

Motion: Move to adjourn at 9:23 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC