

POULSBO CITY COUNCIL MEETING OF DECEMBER 16, 2015

MINUTES

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

Staff: Finance Director Booher, Office Clerk II Diehl, City Engineer Kasiniak, Assistant Public Works Superintendant Lund, Parks & Recreation Director McCluskey, Accounting Technician Roberts, IT Manager Stenstrom.

ABSENT: Stern.

MAJOR BUSINESS ITEMS

- * * * Budget Amendment, BA#15-0412 –Mental Health Grant Revenues & Expenditures
- * * * Budget Amendment, BA#15-0413 – Public Works Year-End Adjustments
- * * * Budget Amendment, BA#15-0414 – Sales and Excise Taxes
- * * * Budget Amendment, BA#15-0415 – Marine Science Center
- * * * Kitsap County Traffic Safety Task Force Interlocal Agreement
- * * * Ordinance No. 2015-__, Comprehensive Plan Amendment CPA 2015-02 Adoption
- * * * Resolution No. 2015-__, Adoption of the 2015 Comprehensive Emergency Management Plan
- * * * Ordinance No. 2015-__, Adoption of the 2016 Budget
- * * * Mountain Aire Latecomer #66

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Erickson called the meeting to order in the Council Chambers at 6:00 PM and led the Pledge of Allegiance.

2. **AGENDA APPROVAL**

Motion: Move to approve the agenda.

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

Motion passed unanimously.

3. ► COMMENTS FROM CITIZENS

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

4. ► MAYORS REPORT AND COUNCIL COMMENTS

Councilmember Thomas suggested if citizens need information on projects going on in Poulsbo, please view the website or contact staff.

Mayor Erickson thanked: the Viking Avenue Businesses for putting on a great tree Lighting Event; the downtown businesses for the decorations of lights and the Santa House for this holiday season; and Councilmember Lord for her decorations of the council chambers for tonight's meeting. Erickson also noted she will be taking the next two weeks off and Deputy Mayor McGinty will be available if needed during that time.

Councilmember Lord reported about Bremerton youth symphony ages 8 to 19 from new to very skilled, a lot of opportunities in Poulsbo to get involved in music, thanked BKAT for the extra broadcast of this concert.

Mayor Erickson presented the Key to the City to Miss Poulsbo Nicole Lacey. Erickson noted Nicole has been very kind, sweet, generous, and a pleasure to work with as Miss Poulsbo.

Mayor Erickson gave the oath of office to the newly elected councilmembers Thomas, Lord, McGinty, & Nystul.

5. ► CONSENT AGENDA

Motion: Move to approve consent agenda items a thru e.

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

Motion passed unanimously.

6. BUSINESS AGENDA

a.  **Ordinance No. 2015-20, Comprehensive Plan Amendment CPA 2015-02 Adoption**

Senior Planner Boughton reported: this Comprehensive Plan Amendment changes part of the shoreline designation for Fish Park from Residential 1 and 2 to Natural, which is the appropriate designation for our parks; with amendments to the shoreline master program the Department of Ecology Shoreline Division has to approve them as well and their approval letter was received December 1st; and to make it official an ordinance has to be adopted.

Motion: Move to approve Ordinance No. 2015-20, of the City Council of the City of Poulsbo, Washington, adopting comprehensive plan amendment 2015-02, a change in the shoreline designation of 2.69 acres of land located at 20563 Bond Road from Shoreline Residential -1 and -2 to Natural, and providing for the amendment of Figure NE-6 in the Poulsbo Comprehensive Plan and the Citys Shoreline Master Program Maps to reflect the change, and providing for severability and establishing an effective date.

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

b.  **Resolution No. 2015-19, Adoption of the 2015 Comprehensive Emergency Management Plan**

Police Chief Townsend reported: this is a comprehensive strategy plan for the management of disasters in Kitsap County; designed to provided an overall approach to emergency response and recovery; it is a collaboration of County and City governments and support agencies to provide essential measures to preserve life and protect citizens from disasters; the plan provides an ongoing program for emergency prevention, preparedness, mitigation, response and recovery activities to prepare for disaster; it is an all hazards plan for all types of hazards; and covers the geographic area of Kitsap County. Townsend introduced Mike Gordon the Director of Emergency Management for Kitsap County.

Mayor Erickson reported the entire 330 page Emergency Management Plan can be found on the DEM website.

Motion: Move to approve Resolution No. 2015-19, adopting the 2015 Kitsap County Emergency Management Plan.

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

Motion passed unanimously.

c. ► Ordinance No. 2015-21, Adoption of the 2016 Budget

Booher stated this ordinance would be adopting the budget at fund level which incorporates the budget approved by council last week.

Motion: Move to approve Ordinance 2015-21, adoption of the 2016 budget.

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

Motion passed unanimously.

d. ► Mountain Aire Latecomer #66

Mayor Erickson recused herself from the discussion and vote.

Senior Engineering Technician Hulst reported; a latecomer agreement is governed by RCW 35.91 which requires the city to accept it if a developer chooses to enter into the agreement; it establishes a fair method for a developer to recover partial reimbursement of the cost associated with the public facilities; parcels that benefit from/utilize the sewer extension within the next 20 years will pay into the latecomer assessment; Mountain Aire constructed 4500 linear feet of sewer main; sewer main was dedicated to the city in the Division I Final Plat approval; the city attorney reviewed the assessment and prepared the latecomer agreement and recommends approval; the Engineering Department and the Finance Department both recommend approval of the ordinance and agreement; each property in the reimbursement area was sent notice of assessment by certified mail and were able to request a public hearing; all property owners concerns were addressed and no public hearing was requested; on the Latecomer Improvement Map & the Benefit Basin Map; Benefiting Basin Map identifies each parcel in the latecomer agreement and the amount of shares each parcel is assessed at; the total cost of sewer construction (1.37 million) divided by the number of latecomer shares in the

assessment area; any development plans already submitted to the city will reflect the number of shares per proposed lots in the subdivision; the lots that do not have proposed development plans the developer took the lot square footage and divided it by the maximum residential lot size for the city; total project cost was approximately 1.369 Million; the total single family lots that will benefit from this is 861; the latecomer shares assessment equals \$1590.50;

Councilmember Thomas questioned when the fee would be required to be paid and if a person has a lot which could be divided to into 4 lots but only decides put one single family residence on it, if they would have to pay 4 latecomer shares. Hulst explained the assessment will be paid at time of sewer connection and there is an exemption in the agreement for this situation that allows one single family residence to be connected on a property and only has to pay one share until future connections are made.

Councilmember Nystul question the \$81,000 assessment for city owned property and asked if we would ever be developing that property.

Hulst explained it was one of our well sites and the likelihood of the city subdividing it was not very likely and the only potential share the city could pay would be if we decided to add a restroom to the well site.

Nystul asked if the parcels on the north end of the latecomers area that are currently not in the benefiting area later decided they would like to hook into the sewer, if they would then be assessed a latecomer fee.

Hulst noted the parcels on the north end that are not on in benefiting area would not be subjected to the latecomers fees and feels the benefiting Map is a fair representation of the benefiting area.

Motion: Move to adopt Ordinance No. 2015-22: an ordinance for the City of Pousbo Washington, setting forth the final determination of the final assessment area and pro rata shares of reimbursement costs in connection with the Mountain Aire latecomer agreement; providing for severability and establishing an effective date.

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

Motion passed unanimously.

Motion: Move to approve the Mountain Aire latecomer agreement for sewer improvements in the Mountain Aire Development off of Noll Road.

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

Motion passed unanimously.

7. ► COUNCIL COMMITTEE REPORTS

Public Safety/Legal Committee Meeting: Councilmember Thomas reported on: the Behavioral Health Specialist having a case load of 25; Parking Standard and Enforcement in a variety of neighborhoods; Disaster Preparedness Plan; Public Defender Report; Traffic enforcement on 4th Avenue; reviewed Court Security and Home Monitoring Agreement with Bremerton.

Finance/ Administration Committee: Councilmember Thomas reported on Personnel Changes regarding a re-organization in the Finance Department and an Adjustment to City Clerk Salary.

8. ► DEPARTMENT HEAD COMMENTS

None.

9. ► CONTINUED COMMENTS FROM CITIZENS

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

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Lord reported the Bremerton Symphony will start the concert at 7:30pm. Lord appreciated the citizens opinions and comments throughout the year and believes that is what makes Poulsbo great. Lord wished everyone a Happy Holidays.

Councilmember Musgrove urged everyone, in the holiday season, to talk to an elder.

Councilmember Nystul congratulated his fellow councilmembers for stepping up and running for council; is very happy the Budget has been completed and feels council did a great job on it; and wished everyone a Merry Christmas and a Happy New Year.

Mayor Erickson reported on the Crystal View Public Hearing, stating she was very pleased with staff and the citizens participation in the two day hearing. Erickson stated the hearing examiner is now deliberating and should have a decision in the next couple weeks. Erickson warned council that the decision could be appealed and this

creates a quasi judicial state in which council should not be discussing it with anyone.

Councilmember Henry reported he is going to Chicago to visit his family for the holidays.

Councilmember McGinty thanked staff for another year of support and his fellow councilmembers for their hard work this year. McGinty also wished everyone a Merry Christmas and Happy New Year.

11. ADJOURNMENT

Motion: Move to adjourn at 6:53PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, City Clerk, CMC

Respectfully prepared and submitted by Kati Diehl