

POULSBO CITY COUNCIL MEETING OF JANUARY 13, 2016

MINUTES

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

Staff: Finance Director Booher, Associate Planner Boughton, Office Clerk II Diehl, Parks & Recreation Director McCluskey, Interim City Clerk Purves, IT Senior Technician Williamson.

MAJOR BUSINESS ITEMS

- * * * Budget Amendment, BA15-0416 – Debt Refunding
- * * * Budget Amendment, BA15-0417 – Lodging Tax Funding
- * * * Parks & Recreation Commission Appointment – Amanda Cheatham
- * * * Ordinance No. 2016-01, Adoption of Utility Tax Ordinance
- * * * Parks & Recreation Open Space Plan
- * * * Summerset PUD Division 3 Plat Extension Request
- * * * Establish 2016 Comprehensive Plan Site Specific Re-designation Request Docket
- * * * Council Committee Selections

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 6:00 PM and noted council will be adjourning into a one hour Executive Session for discussion of potential litigation per RCW 42.30.110(1)(i).

Mayor Erickson re-opened the meeting in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Mayor Erickson recommended approval of the agenda as written.

Motion: Move to approve the agenda as written.

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

Motion passed unanimously.

3. COMMENTS FROM CITIZENS

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

4. **MAYOR'S REPORT AND COUNCIL COMMENTS**

Councilmember Stern passed out computer terminal calendars he received from the Association of Washington Cities. Stern noted January 27th & 28th he along with the Mayor will be attending the AWC Conference in Olympia and dinner with the legislature.

Mayor Erickson reported she is still receiving questions regarding the Jim Porter Incident and noted there is a detailed list of documents, including the videos of that night, on the City's website to help answer any questions the public might have. Erickson mentioned she gave her State of the City address to the Greater Poulsbo Chamber today and was sad to hear their director Mark Abshire was leaving.

5. **CONSENT AGENDA**

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

The items listed are:

- a. Budget Amendment, BA15-0416 – Debt Refunding
- b. Budget Amendment, BA15-0417 – Lodging Tax Funding

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

Motion passed unanimously.

6. **BUSINESS AGENDA**

a. **Parks & Recreation Commission Appointment – Amanda Cheatham**

Parks & Recreation Director McCluskey reported she had known Amanda Cheatham for quite some time, Amanda has volunteered with the Parks & Recreation Department, and she recommends her for this position.

Amanda Cheatham thanked council and staff for giving her this opportunity.

Motion: Move to concur with Mayor Erickson's appointment of Amanda Cheatham to the Parks & Recreation Commission with a term expiration of December 31, 2018.

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

Motion passed unanimously.

b. **Ordinance No. 2016-01, Adoption of Utility Tax Ordinance**

Finance Director Booher stated this ordinance came out of the budget process and it lowers the utility tax on water and sewer from 12% to 9%. Mayor Erickson stated if the cash flow remains strong, the percentage could decrease further.

Motion: Move to approve Ordinance No. 2016-01, an ordinance of the City of Poulsbo's to decrease the tax rate on the furnishing of water and sewer from 12% to 9%.

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

c. Parks & Recreation Open Space Plan

Parks & Recreation Director McCluskey noted the Parks & Recreation Department along with the Parks Recreation Commission spent the entire 2015 working on the Open Space Plan which they are required to complete every six years.

Senior Planner Boughton presented an overview of the Open Space Plan, including: the plan needs to be completed every six year to remain eligible for State & Federal grants; to remain consistent with the 2016 Comprehensive Plan Update; remain consistent with Capital Improvement Programming Budget Process; the PROS plan must include Goals & Objectives, Inventory of Facilities, Demand and Needs Analysis, Level of Service Assessment, and a Resolution adopting this plan; a community survey was completed in March/April 2015; through the survey it was found that Fish Park is the most visited park in Poulsbo; the survey found the top priorities to be developing of more trails, increasing shoreline acquisition, and more active parks, playgrounds, or ball fields; the Parks and Recreation Commission had six meetings and hosted a community open house; the Parks and Recreation Commission reviewed the PROS plan and agreed with the following: Goals and Policies, Inventory of Facilities, Demand and Needs Analysis, Level of Service Assessment, and the Capital Improvement Program, Park Impact Fee Analysis; Park Impact fees are only collected by residential units not commercial; Parks and Recreation Commission recommends approval of the 2016 PROS Plan.

Motion: Move to approve Resolution No. 2016-02, adopting the 2016-2021 Park Recreation and Open Space Plan as presented; and be included in the City's 2016 Comprehensive Plan Update.

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

d. Summerset PUD Division 3 Plat Extension Request

Councilmember Stern recused himself due to a professional relationship with David Smith.

Associate Planner Boughton reported: David Smith has requested an extension of the Summerset Division 3 plat validity for an additional 3 month period; plat was due to expire on January 28, 2016 (after the City Council approved a one year extension on November 5, 2014); the PMC does allow for additional extensions as granted by the city council; Summerset Development LLC has completed and final platted Division 1 and 2; it is an additional 28 lots in which the infrastructure work is nearly completed in order to submit for final plat. Boughton noted staff does concur with the extension request.

Motion: Move to approve the requested extension for the validity of the Summerset Division 3 Preliminary Plat/PUD for three additional months and thereby requiring that the developer submit final plat application for Division 3 to the City no later than April 28, 2016.

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

e. Establish 2016 Comprehensive Plan Site Specific Re-designation Request Docket

Associate Planner Boughton reported: a kickoff workshop was held in June 2015; the city is undertaking a periodic review and update of its Comprehensive Plan and development regulations; this year it is required by the Washington State Growth Management Act to coincide with the eight year cycle; all the cities in Kitsap County are reviewing their Comprehensive Plans and Development Regulations and must have it completed by June 30, 2016; they have incorporated any site specific re-designation requests that have come forward to the city to consider them concurrently with the 2016 periodic update process; the deadline for the site specific re-designation application requests was November 16, 2015 and one application was received; the following chapters of the Comprehensive Policy Document are expected to amended: Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks & Recreation and Open Space, and Economic Development; incorporate functional plans into the Capital Facilities Plan and Appendix B; incorporate the Buildable Lands Report data and land capacity analysis into the Comprehensive Plan.

Motion: Move to approve the 2016 Comprehensive Plan Periodic update Docket as set forth in the 2016 Comprehensive Plan Amendment Docket staff memo, and including one site specific amendment CPA 2016-01.

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

f. Council Committee Selection

Interim City Clerk Purves updated the council on the selections that had been received by each council member. Council Committee Selection discussion took place and the committees were chosen as listed below.

Council Committees

Committee	Councilmember	Councilmember	Councilmember
<i>Finance/Admin</i>	Gary Nystul	Ed Stern	Kenneth Thomas
<i>Public Works</i>	Connie Lord	Jeff McGinty	David Musgrove
<i>Community Services</i>	Jim Henry	Connie Lord	Kenneth Thomas
<i>Public Safety</i>	Jim Henry	Jeff McGinty	Ed Stern
<i>Economic Development</i>	David Musgrove	Ed Stern	Connie Lord

Committee Liaisons

Committee	Councilmember
<i>Community Services – Parks Board</i>	Kenneth Thomas
<i>Community Services – Tree Board</i>	Jim Henry
<i>Economic Development – Chamber</i>	Ed Stern
<i>Economic Development - HDP</i>	Connie Lord
<i>Economic Development - Port</i>	David Musgrove

Appointments

<i>Deputy Mayor</i>	Jeff McGinty
<i>Alternate Deputy Mayor</i>	Connie Lord

Non-Committee Liaisons

<i>KRCC – Alternate</i>	Ed Stern
<i>Marine Science Center</i>	Ed Stern
<i>Poulsbo Historical Society</i>	Jim Henry
<i>Tribal Liaisons – Suquamish & S’Klallam</i>	Ed Stern / Jim Henry
<i>West Sound Watershed Council</i>	Mayor Erickson / Kenneth Thomas
<i>Board of Health – Alternate</i>	Mayor Erickson
<i>CENCOM</i>	Mayor Erickson
<i>Lodging Tax Advisory Committee</i>	Gary Nystul
<i>KRCC TransPol</i>	Gary Nystul

7. COUNCIL COMMITTEE REPORTS

Community Services Committee Meeting: Councilmember Henry noted the discussion included: the Poulsbo Criterium Bicycle Race; the artwork under the Lindvig Bridge; the 2016 Park Projects.

Public Works Committee: Councilmember Lord reported the committee discussed the following topics: Comcast Night Work on Viking Avenue; Public Works Facility Design update; Permitting Software Contract nearing completion; Caldart Heights Fire Lane Parking Restrictions; Noll Road Project will be creating a connection road from Mesford to Lincoln that currently includes three separate streets with different names that for consistency purposes will need to be re-named to one name and new street numbers.

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 Thomas reminded council of the Noll Road Presentation on January 19th at 4:30pm.

Councilmember Stern expressed concern over the reorganization of the Clerk/Prosecutor/Risk Manager positions with those currently being open possible reviewing the options and discussing upcoming personnel decisions with a council committee.

Councilmember Nystul warned the council he had received donation forms in the mail from a few different charitable organizations and after researching them found they were fraudulent.

Mayor Erickson reported the Poulsbo Chamber of Commerce Banquet will be held on January 16th and anybody needing further information on the Jim Porter incident should view the City's website.

11. ADJOURNMENT

Motion: Move to adjourn at 8:24 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, City Clerk, CMC

Respectfully prepared and submitted by Kati Diehl