

## POULSBO CITY COUNCIL MEETING OF FEBRUARY 3, 2016

### MINUTES

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

Staff: Finance Director Booher, Office Clerk II Diehl, PW Assistant Superintendent Lund, Engineer Technician Roberts, IT Manager Stenstrom, Police Chief Townsend.

### MAJOR BUSINESS ITEMS

- \* \* \* 2015 Donations
- \* \* \* Mayor's State of the City
- \* \* \* Confirmation of City Clerk
- \* \* \* Confirmation of City Prosecutor
- \* \* \* Ordinance No. 2016-04, 4<sup>th</sup> Quarter 2015 Budget Amendments
- \* \* \* CenturyLink Right of Way Night Work
- \* \* \* Stormwater Decant Transfer Station Project Acceptance

#### 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 agenda as written.

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

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 Nystul reported: he and Councilmember Stern attend the AWC Legislation Action Days and found the information on the public disclosure act to be very enlightening; he also attended the KRCC Transpol meeting with mayor and discussed the allocation process for the monies that are distributed to Kitsap County.

Councilmember Lord reported Fishline has a position open for a Client Advocate to work with their comprehensive services program.

Mayor Erickson reported on the following: due to a public safety issue new parking restrictions in Caldart Heights have been put in place; February 6<sup>th</sup> is Sami Day; numerous donations to the city have been received.

Mayor gave the State of the City presentation and noted: there are new housing projects currently being constructed such as Mountain Aire and Summerset; the collections of neighborhoods that make up Poulsbo include Olhava, Vinland, West Poulsbo, North Viking Avenue, Highway 305 corridor, Downtown, Old Town, East Poulsbo.

Mayor Erickson broke down the projects and developments in the specific neighborhoods as:

Olhava-College Market Place Neighborhood

Olhava Associates have gone into foreclosure but the property is currently being marketed for re-sale; the city is looking into the development of Vista Park and a walking trail; Housing Kitsap interested in developing affordable housing; Olympic College and Western Washington University are expanding their programs; the possibility of adding a YMCA to this area; adding a drive thru Starbuck and carwash in the business area.

Vinland-Finn Hill

Vinland Point sub-division is complete; the Westwood sub-division is currently in the process of building; Trails have been added to connect the communities; adding sidewalks to Finn Hill.

West Poulsbo-Viking Avenue

The troll which was painted on the Lindvig bridge, has now be replaced with a fish; Hudson Motors is thriving and will replacing the trees they removed from the city right of way; expansion of Fishline; a 92 unit apartment building is being proposed on one of the empty lots on Viking.

North Viking

The new Public Works site is moving forward; Summerset Development will be constructing 100 homes with 40 Housing Kitsap Lots; Kitsap Transit Park and Ride Lot is moving forward and they will be adding a new bus route to Poulsbo this spring; Julian Business Park is expanding.

Highway 305 Corridor

Brown Bear Car Wash is being constructed; planning for a new hotel on Forest Rock Hills; the city purchased the 8<sup>th</sup> Avenue house and will be demolishing it; deeding the Library to the Kitsap Regional Library; restoring Dogfish Creek and increasing Centennial Park.

Historic Downtown

The Pavilion received new benches; Barna & Co, Tru Lux, Found, Modern Mercantile, Salt Kettle, Tickled Pink, Diva Beau, Fat Apple Bakery businesses opened in downtown; Poulsbo Historical Society and Chamber of Commerce opened a museum and visitor's center; the city has received Purchase and Sales Agreement for the Old City Hall and Police Station; the Marine Science Center is working toward having Western Washington University move into their building.

#### Old Town

6<sup>th</sup> and 9<sup>th</sup> Avenue pump stations have been completed; new play equipment will be added to Lion's Park; they will be fixing pot holes and doing some resurfacing work; the LUPA appeal for Winston Court; Liberty Bay is now clean enough for shell fish harvesting.

#### East Poulsbo - Noll Road, Lincoln, Caldart

Mountain Aire which is 148 houses with a new 10 acre park/stormwater facility; Caldart Heights, Halden Glen, Johnson Ridge, Crystal View, Owl's Ridge, Languanet, Noll Mesford, Blue Heron are all current developments being constructed; Morrow Manor including a 1.25 acre park; Noll Road design which includes a roundabout at Highway 305.

#### Other Topics of Discussion

Public Safety - Body Cameras Policies; Mental Health – Behavioral Health Specialist; School Resource Officer – safety in Public Schools; Comprehensive Plan – city growing the right way, more park creation and tree retention; Affordable Housing – creating more; Traffic Congestion – how to fix Highway 305; Zoning – enough land for economic growth.

### **5. CONSENT AGENDA**

None.

### **6. BUSINESS AGENDA**

#### **a. Confirmation of City Clerk**

City Clerk Fernandez thanked the council for confirming her and gave an employment history which included: previously being employed with the City of Port Orchard for 3.5 years; worked for Kitsap County as Board of Equalization Clerk and Assistant to Commissioner Garrido; worked at the WSU extension; also worked at Kitsap Transit.

**Motion:** Move to approve the appointment for City Clerk.

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

Motion passed unanimously.

#### **b. Confirmation of City Prosecutor**

City Prosecutor Foster thanked the council for considering her for the position of City Prosecutor/Risk Manager and gave an employment history which included: being with the Kitsap County Prosecutor's Office for 10 years, which included 6 years in the criminal division and 4 in the civil division; also worked as in-house council at a tech company in Mercer Island. Foster stated she was originally from Chicago and moved here 11 years ago and has been in the Poulsbo area for 2 years.

**Motion:** Move to authorize Mayor Erickson to appoint Alexis Foster as Poulsbo City Prosecutor.

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

**c. Ordinance No. 2016-04, 4<sup>th</sup> Quarter 2015 Budget Amendments**

Finance Director Booher stated this was an ordinance adopting the budget at a fund level taking into consideration all the budget amendments approved in the 4<sup>th</sup> quarter.

Mayor Erickson asked for public comment and none was received.

Councilmember Musgrove questioned if this ordinance had been taken to the Finance/Administration Committee and if there was any report in which Booher noted it had not since all the amendments included were discussed at different committees.

**Motion:** Move to adopt Ordinance 2016-04: An ordinance for the City of Poulsbo, Washington, amending the 2015 budget adopted by Ordinance No. 2014-17 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

**d. CenturyLink Right of Way Night Work**

Engineering Technician Roberts stated CenturyLink was wishing to run a fiber cable to the Kitsap Credit Union on 8<sup>th</sup> Avenue from some existing wires. Roberts described the Lincoln/8<sup>th</sup> Avenue intersection as very busy and handles 7500 cars during the day and even more cars at the Lincoln/Highway 305 intersection. Roberts noted the Engineering Department felt this work would best be done during the hours of 9pm to 5am, the Public Works Committee reviewed this at their January 27, 2016 meeting, this is in a commercial zone with no residential homes in the vicinity.

Councilmember Lord noted the Public Works Committee had just approved night work on Viking due to traffic concerns and it has worked out well.

Councilmember Stern mentioned citizen complaints he received regarding the level of service these citizens are receiving from CenturyLink and due to their dissatisfaction he would be voting no.

**Motion:** Move to approve the CenturyLink night work request at Lincoln and 8th Avenue intersection in accordance with Chapter 15.32 of the Poulsbo Municipal Code.

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

**Vote:** Motion passed (summary: Yes = 6, No = 1, Abstain = 0).

**Yes:** Henry, Lord, McGinty, Musgrove, Nystul, Thomas.

**No:** Stern.

**e. Stormwater Decant Transfer Station Project Acceptance**

Public Works Assistant Superintendent Lund reported: project was advertised 10/2014; bid opening took place on 11/24/14; 6 bids were received; low bid received with all 4 bid additives was \$1,824,420.47; the engineering cost estimate was \$1,726,973.42; the project was awarded to McClure and Sons Inc based on bid additives 1 and 4; the original contract amount was \$1,711,711.62; there were 9 change orders for a total of \$33,400 which is 2% of the contract total; final contract amount with change orders was \$1,745,151.72; due to lower bid quantities on some items the final pay amount was \$1,670,277.06.

**Motion:** Move to accept the Stormwater Decant Transfer Station Project as complete and authorize release of the contract bond in accordance with state law and contract requirements.

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

Motion passed unanimously.

**7. COUNCIL COMMITTEE REPORTS**

Public Works Committee Meeting: Councilmember Lord reported on: they reviewed draft Sewer Comprehensive Plan & I and I study results which found, policy decisions and rates structure for citizens will need to be made; Public Works will be budgeting for a Camera Truck this year; Councilmember McGinty was elected chair.

Finance/ Administration Committee: Councilmember Thomas reported: they had been introduced to the new city clerk; reviewed building revenues; updates on new employees and vacancies that exist; reviewed the mayor's signature resolution.

Kitsap Transit Board Meeting: Councilmember Stern reported, Kitsap Transit is proposing a county wide vote on a sales tax increase to fund Passenger only ferry.

Kitsap Regional Coordinating Council Meeting: Councilmember Stern reported they met and discussed the new criteria for evaluating federal transportation dollars.

Economic Development Committee: Councilmember Lord reported: she was elected new chair; there was a presentation on the Physical Web Program; Planning Director

Berezowsky gave a report on the IEDC conference he attended; they discussed the Economic Development chapter of Comprehensive Plan; there was a discussion on hiring a Special Event Coordinator.

Mayor Erickson showed the voting districts for the Kitsap Transit Passenger Only Ferry and noted they would be collecting 11.5 million dollars to benefit very few citizens. Erickson reported at the Kitsap Regional Coordinating Council meeting the buildable lands report was appealed through the Puget Sound Hearings Board and found to not be in compliance with the growth management act. Erickson also attended the Health District meeting which they discussed the upcoming vaping ordinance.

## **8. DEPARTMENT HEAD COMMENTS**

None.

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

John Powers, of the Kitsap Economic Development Alliance, noted some of the highlights the KEDA 4<sup>th</sup> Quarter report: he attended the Green Drinks event at Watson Furniture and met a recently graduated man who had moved to downtown Poulsbo for employment opportunities; importance of Olympic College along with Western Washington University; the year end assessment showed the core of economy, Naval Base Kitsap and Puget Sound Naval Shipyard are at high levels of employment; in Poulsbo the manufacturing and tech businesses are at record levels of output and employment; worked with a few Poulsbo companies to produce a videos for their companies; annual meeting will occur on March 30<sup>th</sup> at McCormick Woods.

Jessica Cox, a Poulsbo resident, stated she was at the meeting with some of her classmates from a WWU Management class observing the teamwork of the City Council for a class project. Cox questioned the new parking regulations in Caldart Heights and wanted to know if parking would be allowed in other areas, other than the red lined area, as it was not allowed before.

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

Councilmember Stern expressed his excitement that the Viking Cup was returning to Poulsbo after a 10 year absence.

Councilmember Nystul stated a player of the Carolina Panthers was from his hometown in Montana and noted Councilmember Stern gives an excellent tour of the Olympia Campus.

Mayor Erickson noted the Winter Rendezvous event is going to be coming up on February 12<sup>th</sup>-14<sup>th</sup> and City Hall will also be installing a new phone system that weekend as well.

## **11. ADJOURNMENT**

**Motion:** Move to adjourn at 8:43PM.

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

Motion passed unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, City Clerk, CMC

*Respectfully prepared and submitted by Kati Diehl*