

## POULSBO CITY COUNCIL MEETING OF February 10, 2016

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Associate Planner Boughton, Engineering Technician Roberts, and Public Works Superintendant Lund

### MAJOR BUSINESS ITEMS

- \* \* \* Draft Title 19 Public Hearing
- \* \* \* PSE Right of Way Night Work
- \* \* \* Decant Facility Fencing

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

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 p.m. and led the Pledge of Allegiance.

#### 2. **AGENDA APPROVAL**

Mayor Erickson requested changing the agenda to accommodate the 7:15 p.m. Public Hearing.

**Motion:** Move to approve the agenda as so noted.

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

Motion passed unanimously.

#### 3. **COMMENTS FROM CITIZENS**

North Kitsap School Board Member Jim Almond introduced himself to the Council. He and Councilmember Stern discussed the Running Start program and its benefits.

Mayor Erickson will reach out to Superintendent Page to plan a joint meeting. Mayor Erickson asked for anyone interested in serving as the City Council Liaison for the NKSD to talk to her after the meeting.

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

Councilmember Nystul reported KRCC Transpol will meet tomorrow, where they will start allocating the 2018-20 biennium of federal dollars allocated to the region.

Mayor Erickson reported the Winter Rendezvous starts Friday and runs throughout the weekend. She also plans to meet with HOA citizens of Caldart Heights Saturday at 2:00 p.m.

Councilmember Lord announced the latest public art installation "Norwegian Swords in the Stone" will be unveiled February 20 at 1:00 p.m.

Councilmember Henry invited the public to the Sons of Norway pre-Valentines event.

#### 5. **CONSENT AGENDA**

None.

#### 6. **BUSINESS AGENDA**

##### a. **Draft Title 19 Public Hearing**

At 7:16 p.m., Mayor Erickson opened the public hearing for citizen comment. No comments were received.

Associate Planner Boughton presented the agenda summary and noted that staff received one comment, which was provided to the Council. She reviewed the significant new provisions and the process timelines.

In response to Councilmember Stern, Associate Planner Boughton said the City did not make a special phone call or email to the Kitsap County Association of Realtors or Kitsap Home Builders Association; however, they are on the email update distribution list. The City received no comments from either organization.

In response to Councilmember Lord, Associate Planner Boughton said in regards to Exhibit No. 1, they are referring to the section on appeals where Title 19 addresses fees. This letter was forwarded to the City Attorney, who said as long as the City is only recouping the costs, the fees are legal.

In response to Councilmember Musgrove, Association Planner Boughton said Title 19 has multiple sections that address public comment, which is the main way for the citizen to engage in the permit process. That is why there is such a robust public noticing program. The hope is for the planning department to address the concerns received from the public. Sometimes things are not met to an individuals satisfaction, and that is why the appeal process exists. Councilmember Musgrove would like a paragraph included that addresses the processes and resources available to the citizen.

In response to Councilmember Lord, Associate Planner Boughton said when public notices are sent, they include the street address when it is available. She will check to make sure it is consistently done when an address is available.

In response to Councilmember Nystul, Associate Planner Boughton said there is no requirement for how large a sign needs to be. It needs to be on a board provided by the City, or the City will direct them where to get the board.

Mayor Erickson thanked Associate Planner Boughton for all of her work on this.

The Mayor closed the public hearing at 7:38 p.m.

**Motion:** Move to approve with modifications as set forth in the February 3, 2016, staff memo the Planning Commission January 2016 Draft Title 19 Project Permit Application Procedures Ordinance, and direct the City Attorney to prepare an adoption ordinance to this effect.

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

Motion passed unanimously.

**b.  PSE Right of Way Night Work**

Engineering Technician Roberts presented the PSE request to do night work when working on power poles on Viking, Lindvig, and Front Street, which includes some pole replacements. Minimizing traffic impacts outweighed the impacts of night

work, and staff recommended approving the request.

The City will also ask for some power drops on some of the poles they are working on for the ability to put Christmas lights up. The Mayor is asking for approval for these additions, if they are reasonably priced.

**Motion:** Move to give the Mayor authority to negotiate power line drops for appropriate poles around the city and that she report back any movement in that direction.

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

**Motion:** Move to approve the Puget Sound Energy night work request on Lindvig and Viking intersection in accordance with Chapter 15.32 of the Poulsbo Municipal Code,

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

c.  **Decant Facility Fencing**

Public Works Superintendent Lund noted that the Decant Facility needs to be fenced. The Department of Health requires the entire facility be fenced. The City submitted an RFP on the MRSC Small Works Roster, and received three bids. Viking Fence was the lowest bid at \$70,166.93. He will need to do a budget amendment of \$9,000 to completely fund this project, because the Sewer portion of the project is short (the project was funded between three funds). Change orders came through on the contract that depleted the sewer fund.

**Motion:** Move to approve the decant facility fencing to Viking Fence in the amount of \$70,166.93 and authorize the Mayor to sign change orders up to ten percent of the contract price.

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

7.  **COUNCIL COMMITTEE REPORTS**

Public Works Committee: Councilmember McGinty reported the committee discussed a few items that have already been addressed on tonight's agenda. The other topics were LED lighting and if they supported the requirement for all new developments to use LED lighting. The upfront costs are charged to the developers, and the City

will pay less for monthly charges when we take them over. PSE maintains the lights. They also discussed the sewer comp plan and received an update on the Noll Road project.

Community Services Committee: Councilmember Henry reported a couple of events were postponed, and they discussed removal of the waterfront park hedges, tearing down the Nelson Park barn, the Lions Park final plan is due next week, and they reviewed the first pictures of proposed restroom replacements.

## **8. ► DEPARTMENT HEAD COMMENTS**

Public Works Superintendent Lund reported the Bond Road & Lindvig signal is moving forward; staff will be viewing a RotoPack Solid Waste truck next week; and the parking garage will be closed Sunday, February 21 for pressure washing.

Councilmember Stern requested cost recovery for the solid waste truck. He also said the intersection where the poles are being replaced during PSE night work would be a great place for a roundabout. He would like to look at intersection alternatives versus traffic lights.

Mayor Erickson said roundabouts work great if they are designed correctly and are in the right location.

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

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

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

Councilmember Musgrove agreed with the Mayor about roundabouts working really well or being a total disaster depending on how it is designed. He also spoke regarding the Public Works project that cost additional funds. Luckily it came in under budget and the additional cost was absorbed. The City needs to be vigilant and watch for obvious things.

Councilmember Thomas encouraged the public to spend the Valentines weekend with their sweetheart in Poulsbo.

Councilmember Stern was heartened by hearing the School Superintendents and Board Member Almonds remarks in regards to OC/WWU. He is encouraged that the school puts the interests of the student first rather than the business model. He also congratulated Councilmember Nystul on his retirement.

Mayor Erickson welcomed the WWU students who are studying team work, and she welcomed the new City Clerk.

Councilmember Lord wished everyone a great holiday weekend.

Councilmember Henry would like to schedule another joint dinner session with the tribal council. He would appreciate any discussion ideas for the meeting.

### **ADJOURNMENT**

▶ **Motion:** Move to adjourn,

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

Motion passed unanimously.

The meeting adjourned at 8:11PM.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk