

## POULSBO CITY COUNCIL MEETING OF MARCH 9 2016

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, City Engineer Kasiniak, Public Works Superintendant Lund, Parks & Recreation Director McCluskey, Police Chief Townsend, IT Senior Technician Stenstrom.

### MAJOR BUSINESS ITEMS

- \* \* \* Community Development Software Contract and Resolution
- \* \* \* Contract Amendment for Comprehensive Sewer Plan
- \* \* \* Marine Science Center Property Survey

#### 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 the agenda as presented.

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

Motion passed unanimously.

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

Mr. Bill Austin thanked everyone who helped take down the lights. He also thanked Tammy Mattson for the breakfast and for putting on the Winter Rendezvous. He thanked the Mayor for putting the cemetery on the table; he is ready to help out with the design work.

Ms. Tammy Mattson spoke regarding the funds raised during the Winter Rendezvous. She also discussed KPLU in Poulsbo. KPLU is Seattle/Tacoma Jazz and Blues radio station that is transitioning to a public radio license. She discussed the campaign in

Poulsbo to raise funds for KPLU.

Councilmember Stern added that Ms. Mattson attended Rotary and presented a check for \$2,000 to Marrow Manor.

School Board Member Jim Almond inquired if a liaison was selected from the City Council for the school district, and asked if a joint meeting was arranged yet. He plans on attending the second Council meeting of each month. He noted the North Kitsap Girls and Boys basketball teams dominated, as well as the Kingston swim team.

Mayor Erickson said she would work with the Council on finding a date for a joint meeting.

Councilmember Stern nominated Councilmember Nystul to be the Council's liaison to the school district. The Council agreed with the nomination.

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

Councilmember Musgrove thanked people like Tammy and Bill. He had a lot of fun volunteering to take down the downtown lights. People like Bill and Tammy don't come out of thin air. They give all of us in Poulsbo the opportunities to volunteer and give back to the community.

Councilmember Stern thanked Councilmember Nystul for serving as liaison to the School District, and reported the topic at the Poulsbo Chamber monthly luncheon was on human sex trafficking.

Councilmember Henry added that he never expected this problem in our area. He appreciated the efforts being put forward to try and stop this problem. Mayor Erickson added that there are 21,000 calls in one day in King County for people looking for sexual contact. That is 1% of the people living in King County. That really hit her.

Councilmember Nystul thanked Councilmember Stern for his service as the Chair of the PSRC Economic Development District Board. He also commended City Clerk Fernandez for the minutes she has been preparing for the Council meetings.

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

No consent agenda items.

## 6. **BUSINESS AGENDA**

### **a. Community Development Software Contract and Resolution**

City Engineer Lenius presented the summary of the process for selecting the proposed software. The cost of the agreement for estimated configuration and year 1 subscription costs is \$49,415. She noted the agreement is for five years; the ongoing subscription costs for years 2-5 are \$13,550/per year and budget capacity of \$100,000 was approved as part of the 2016 budget process (this amount also includes staff effort toward implementation). A request for exemption from the competitive bidding requirements for the purchase was also presented for approval. It was reviewed and approved by the Public Works Committee on 6/10/2015. She reviewed the implementation schedule and the software should go live by January 2017.

Councilmember McGinty added the Public Works Committee supports the contract, and feels it will improve productivity.

Councilmember Lord complimented staff for the thorough evaluation of what would best serve the City and for the good job they did with negotiating the contract.

In response to Councilmember Nystul, City Engineer Lenius said there is enough in the budget to purchase the tablets; however, the phone budget was not increased for 2016.

In response to Councilmember Nystul, City Engineer Lenius said the City will be saving some money by reducing the amount of modules the City uses with SunGuard.

Councilmember Nystul said the City has a very good project manager designated and is sure the project is going to run well.

**Motion:** Move to approve the sales order and agreement with Paladin Data Systems for the purchase of SMARTGov Software as a Service, and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

**Motion:** Move to approve and adopt Resolution No. 2016-03, resolution of the city council of the city of Poulsbo, Washington, approving an exemption to the competitive bidding requirements for the purchase of SMARTGov as a service.

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

Motion passed unanimously.

**b.  Contract Amendment for Comprehensive Sewer Plan**

City Engineer Lenius presented the agenda summary, noting the scope and budget for the contract amendment with BHC Consultants for an additional report required by Ecology for storm event evaluation of the sewer interceptor (evaluate rainfall event which results in overflow, and confirm capital projects to alleviate overflow). A budget amendment of \$10,000 will be needed to support the additional effort.

**Motion:** Move to approve Amendment No. 2 with BHC Consultants for additional services for the Comprehensive Sewer Plan Update in the amount of \$10,000 and authorize the Mayor to sign on behalf of the City.

In response to Councilmember Musgrove, City Engineer Lenius said she could not think of anything that might need to be fixed based on different answers, but is looking forward to having a second set of eyes to review this situation.

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

Motion passed unanimously.

**c.  Marine Science Center Property Survey**

Senior Engineering Technician Bateman gave an update on the library boundary line adjustment, and the complication of the properties involved having a survey hiatus between them of five feet. Resolving the hiatus requires legal action, which will likely be in the form of a “quiet title action.”

The Marine Science Center Short Plat project overview was given. The parcel that needs to be divided is a complex shape, does not have a clear ownership trail, and also contains the City's pump station. The projects estimated budget totals \$25,000, which includes completing the survey and short plat drawing (\$16,900), short plat application and review fees (\$4,000), title search and insurance (\$2,500-\$3,500 estimate per quote), and contingency. This will be funded from the general reserve. Mayor Erickson hopes to get it reimbursed, but is not sure that will happen.

Next steps: Budget amendment to follow on the consent agenda to create the project budget, and a pre-application meeting.

**Motion:** Move to approve Task Order No. 20 with Parametrix for the Short Plat for the Marine Science Center in the amount of \$16,900 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

**Motion:** Move to authorize the Engineering Director to move forward with submitting a budget amendment to the Mayor and Finance Dept for the usual approval process.

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

Motion passed unanimously.

**7.  COUNCIL COMMITTEE REPORTS**

Public Works Committee Meeting: Councilmember McGinty reported the committee received a quarterly report of 2016 projects; agreed upon a special council meeting for March 30 for solid waste discussion at 6:00 PM; discussion on neighborhood streets, concurrency, demo on GIS mapping, sewer comprehensive plan, and smoke test results in the Village basin.

Community Service Committee Meeting: Councilmember Henry reported the committee discussed a request for the Poulsbo Twilight Criterium to extend the street closure to 1:30 PM vice 2:30 PM at the suggestion of Sergeant Grossman, and the committee recommends the change; and they discussed the banner over the street, Poulsbo Farmers Market update, waterfront park restrooms, and cemetery update.

**8.  DEPARTMENT HEAD COMMENTS**

City Engineer Lenius gave an update on grant application processes for three transportation grants. PSRC and KRCC now require resolutions from council that indicates the city understands they are committed to matching funds for the grant.

Project	Grant	City Match	Other
SR305 to Storhoff Segment Construction	\$5M	\$1M	\$2M (TIB/TIF/Bonds)
SR305 Poulsbo Park and Ride Design and ROW	\$1.9M	\$130K	\$130K (Kitsap Transit) \$130K(City of Poulsbo)
Phase I – Construction	\$3 M	TBD	-
Phase II - Construction	\$3.5 M	TBD	-
Forest Rock Overlay Design and Construction	\$800,000	\$200K	-

SR 305 to Storhoff Segment Construction – There is a chance they may partially fund the \$5MM. If this happens, they will shorten the route and take it up to Johnson Road.

SR305 Poulsbo Park & Ride – Learned at KRCC meeting they can only apply for design, and one other element. Staff recommends applying for design and right-of-way. Kitsap Transit would be a partner. It would be built in two phases. This is an opportunity to purchase a piece of land to build a park & ride. It is very accessible,

improves SR305 congestion, and connects the regional and local trails. The location is in the urban growth area.

In response to Councilmember Musgrove, City Engineer Lenius said in regards to the parkway project, the transportation plan modeled this road as being complete, and they did not see a direct benefit because it modeled the growth expected in the city. Senior Engineering Technician Bateman added it wont be an attractive alternative as a cut-through.

In response to Councilmember Lord, City Engineer Lenius said the old Noll Road will intersect with the new one at Storhoff.

Councilmember Stern said allowing for the double-decker buses is a key provision for the Highway 304 corridor. Mayor Erickson added the double-decker buses are a practical solution to doubling capacity to the ferry terminal that cannot be expanded on Bainbridge Island.

In response to Councilmember McGinty, City Engineer Lenius said the future TOD would be a daycare or a coffee shop, whatever fits for the site. Land use and zoning would need to be approved for that.

Forest Rock Overlay – this is in dire need and has issues related to springs and stormwater. They are applying for \$1MM, of which \$800K is surface transportation program (STP) funds maintenance set-aside.

In response to Councilmember Stern, Senior Engineering Technician Bateman said Forst Rock is a maintenance overlay project. The springs on Forest Rock were an unanticipated issue that the developer of the road didnt realize would occur. A hotel or motel should not make a difference.

Traffic Impact Fees - Three year traffic impact fees (\$1.7MM) versus grant match (\$1.33MM).

Next steps: Resolutions will be coming forward on the consent agenda, as well as approvals for consultants to help with applications (SR305 to Storhoff, \$4K; SR305 Park & Ride, \$4K; Forest Rock grant prepared in house).

## 9. CONTINUED COMMENTS FROM CITIZENS

Mr. Larry Hamon spoke regarding the Poulsbo Beer Run, and how they are going out of their way to make sure it is safe and everyone has a good time.

Ms. Lynette George spoke regarding the Blue Star Banner Program and thanked the City for its support.

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

Mayor Erickson reported the pump track should be out of SEPA this week, and they did not move the dirt; the Farmers Market is opening April 2 in front of the Parks & Recreation building; she sent out the grant proposal for the mental health tax.

Councilmember Lord thanked the Public Works employees who have to work in this difficult weather we have been having lately.

**11. ► ADJOURNMENT**

**Motion:** Move to adjourn.

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

Motion passed unanimously.

At 8:24 PM, Mayor Erickson adjourned the meeting.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk

