

## POULSBO CITY COUNCIL MEETING OF APRIL 13, 2016

### MINUTES

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

**ABSENT:** Councilmember McGinty

Staff: City Clerk Fernandez, Public Safety Director Delaney, Human Resources Manager Kingery, Engineering Director Kasiniak, City Engineer Lenius, IT Manager Stenstrom.

### MAJOR BUSINESS ITEMS

- \* \* \* Presentation of Plaque to Mr. Ulibarri and Mr. Norman
- \* \* \* Minutes of October 7, 2015, Council Meeting
- \* \* \* Minutes of October 21, 2015, Council Meeting
- \* \* \* Minutes of March 16, 2016, Council Meeting
- \* \* \* Minutes of March 30, 2016, Council Meeting
- \* \* \* Ordinance Amending PMC 2.04.020 Compensation of Councilmembers – Amount
- \* \* \* Transportation Comprehensive Plan Update

#### 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** Nystul.  
Motion passed unanimously.

### 3. COMMENTS FROM CITIZENS

Mr. Thomas Wojciechowski spoke last week requesting a sidewalk along 4th Avenue corridor. He provided a petition of support for this project and shared his insights in the process.

School Board Member Almond came to answer any questions regarding the school district.

### 4. MAYORS REPORT AND COUNCIL COMMENTS

Councilmember Thomas spoke regarding the Map Your Poulsbo Neighborhood which helps create an earthquake preparedness program. Seminars are scheduled for Tuesday, April 19, 2016 and Thursday 23. Citizens can register at [www.kitsapdem.org](http://www.kitsapdem.org).

Councilmember Stern reported on the Historical Society seminar regarding the history of Martha & Mary and the settlement of the town. He also noted some City staff and Councilmembers will be taking a tour of the Tacoma YMCA tomorrow, which is a model Poulsbo is looking at with the WWU/OC build out.

Councilmember Nystul noted that Ms. Carol Arends passed away at age 83 today. She was a long-time Bremerton councilmember. He had the privilege and honor of working for her. She was a good public servant.

Councilmember Lord recalled her memories of Ms. Arends and asked the City send a card on behalf of the City Council for her. She also announced that Martha & Mary is sponsoring the H.M.S. Pinafore on Friday at the Poulsbo Gateway Fellowship.

Councilmember Henry shared his memories of Ms. Arends. He also noted there will be a Town Hall meeting on Saturday, 1:00-2:30 PM with Representative Drew Hansen and Sherry Appleton, and Senator Christine Rolfes.

Mayor Erickson said tonight the City will be honoring a couple of police volunteers. She also wanted to say thank you to the police force that came out tonight to support these volunteers.

Public Safety Director Delany presented plaques to Mr. Ulibarri and Mr. Norman and thanked them for their volunteer service to the City of Poulsbo Police Department. Mr. Norman volunteered 842 hours and Mr. Ulibarri volunteered 1107 hours in the Volunteers in Police Service program.

Mayor Erickson said they were going to be missed. She thanked them for everything they have done.

Mayor Erickson said she walked 4th Avenue last week with Engineering Director Kasiniak and Senior Engineering Technician Bateman. They walked from Torval Canyon down to Iverson and looked at both sides of the road about what could be done regarding sidewalks. Senior Engineering Technician Bateman is applying for a grant for sidewalks on the west side of 4th Avenue. They are hopeful they will get the grant. If they don't get the grant, they will look at plan B and C. They never want to have a pathway in the community that is heavily used that is unsafe. She noted the City has heard the citizens concern and they need time to get the money. Meanwhile, she would like to do some other connections at the end of 4th Avenue, where it hits Torval Canyon. The City was granted an easement to wrap the trail around the block so it will connect into 7th. They also looked at the walking pathway that goes down behind the village, improving that trail as well.

Engineering Director Kasiniak noted the City will apply for the grant in June, and they will know if they get the grant in October. They will also add this project to their CIP.

Mayor Erickson also reported that she spent time in Bremerton yesterday with Ms. Kim Hendrickson for the 1/10th of 1 percent grant money for mental health.

## 5. **CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through d.

The items listed are:

- a.** Minutes of October 7, 2015, Council Meeting
- b.** Minutes of October 21, 2015, Council Meeting
- c.** Minutes of March 16, 2016, Council Meeting
- d.** Minutes of March 30, 2016, Council Meeting

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

## 6. BUSINESS AGENDA

a.  **Ordinance Amending PMC 2.04.020 Compensation Due City Council Members - Amount**

Human Resources Manager Kingery presented the agenda summary, noting on August 12, 2015, the Poulsbo City Council voted to increase the Council stipend from

\$500 a month to \$750 a month. On December 2, 2015, this increase was included in

the 2016 Salaries and Wages Resolution effective January 1, 2016. The Ordinance

needs to be amended to reflect the consistent action of utilizing the resolution process to set salaries as authorized by Ordinance 1984-57.

Councilmember Thomas clarified this is not a new change; it is just a reconciliation to the code.

**Motion:** Move to approve Ordinance No. 2016-06, amending the provisions of PMC 2.04.020 Compensation Due to Council Members - Amount to reconcile council compensation with the City's annual salary setting process, and fixing a time when the same shall become effective.

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

b.  **Transportation Comprehensive Plan Update**

Engineering Director Kasiniak presented the Transportation Comprehensive Plan update. Presentation highlights included:

- Purpose
  - Every six years, Growth Management Act (GMA) requires that the City of Poulsbo update its Comprehensive Plan and all functional plans
  - Last update was 2006 with 2004 data
- Scope
  - Establish Level of Service – E (Policy Decision)
  - Existing Transportation Conditions
  - Growth Forecast – Trip Generation/Modeling
  - Year 2036 Transportation System – No Action
  - Capital Improvement Plan
  - Year 2036 Transportation System with Improvements
  - CIP Financial Plan – City, Federal/State, Developers TIF
- Existing Conditions
  - The City defined the existing conditions as current traffic plus “pipeline” projects – Technically Completed Application
  - Projects like Edward Rose, Mountain Air, Summerset, Mesford Plat, were included.
  - DE&A evaluated the existing conditions using the traffic model.
  - City requires LOS E or better on all city streets.
  - The models identified only one 0.5 mile roadway segment to operate at LOS F – Viking Avenue from Bovela Lane to South City Limits.
- Growth Forecast (GF)
  - GF was based on 20 year forecast of new growth - population 14,808, current zoning map.
  - 2,134 dwelling units generated - 18,240 trips
  - 1,735,620 sf Commercial Development - 49,040 trips - 25% Reduction for Bypass Trips - 36,780
  - Total new trips 55,020

o48% increase over existing conditions

• Future Needs

oIn order to serve the projected travel demand and comply with GMA standards the City utilized the following strategies:

- Capacity Improvements (CI)
- Travel Demand Management (TDM)
- Reduce LOS where CI/TDM not visible.

• Future Needs Costs

oDevelopers, \$77MM

oCity, \$54MM

oTotal, \$131MM

• New roadway segment improvements, intersections, TDM, transit, and trails

• City Projects/Cost

o1 New Roads – Noll/Johnson, \$8,000,000

o19 Roadway Segments Imp., \$31,275,000

o10 Intersection Imp., \$3,500,000

o3 TDM Projects, \$11,200,000

• City Project/Funding/Over 20 Years

oFederal/State Grants, \$29,000,000

oOther Sources, \$2,500,000

oFund 311, \$1,500,000/75K

oGas Tax, \$825,000/41K

oTraffic Impact Fees, \$20,150,000

▪TIF=\$/New Trip=\$20,112,500/55,020 trips=\$366

oTIF Old/New

▪2006 TIF=\$283.50

▪2016 TIF=\$366

▪Increase=29% or 2%/year

- Reduced level of service (LOS)
  - LOS F where corrective action is not physically or technically feasible or fails to satisfy warrants or design requirements. Consistent with 2006 Transportation Plan.
  - Roadway sections:
    - Front Street, Bond to Sunset
    - Lindvig, Viking Ave to Bond
    - Viking Ave, City Limits to Bovela
    - Torval Canyon, Front Street to 4th Ave
  - Intersections:
    - Lindvig/Finn Hill/Viking Ave
    - 7th/Liberty
    - 10th/Forest Rock Lane
    - 8th/Lincoln
    - Front Street/Fjord Hostmark
    - Front Street/Jenson
    - Front Street/Torval Canyon
- Regional water and sewer connection fee comparison

Councilmember Stern noted some communities take the attitude that these are barriers to economic development with these fees. The City tries to maintain scale, character, and charm by approaching it with the idea of growth paying for growth. He agrees with the charges. It is a double edged sword, up against affordable housing that is affecting Puget Sound and beyond. As the developers develop, are they passing on the fees to the customers (house purchaser).The City needs to be balanced in considering the totality of these rates. We need to remain proportional in scale.

Engineering Director Kasiniak said the City uses impact fees to leverage our grants, so the traffic impact fees lower the costs of the total improvements in the City of Poulsbo, which would otherwise be paid by the developer.

In response to Councilmember Lord, Engineering Director Kasiniak said that the City will not become ineligible for grant money by reducing the level of service to F.

In response to Councilmember Nystul, Engineering Director Kasiniak clarified that Fund 311 is the Capital Improvement Street Fund.

In response to Councilmember Nystul, Engineering Director Kasiniak said he was not sure when Viking Avenue becomes Viking Way, but he thinks it should be at the City limits.

In response to Councilmember Nystul, Mr. McReynolds (Parametrix) said the PM demand time frame is 3-6 PM. They look at each intersection, and look at that worst hour.

Mayor Erickson noted that the housing size shifted from 2.45 to 2.23.

In response to Councilmember Thomas, Engineering Director Kasiniak explained the calculation of how many houses will be needed to reach our population target, and how it affects the transportation impact fees.

In response to Councilmember Stern, Engineering Director Kasiniak explained why the city changed from using SEPA to collect transportation impact fees to collecting traffic impact fees under the Growth Management Act based on calculations in the Transportation Plan.

**Motion:** Move to approve the Transportation Plan as presented and authorize City staff to proceed with formal adoption process.

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

## 7. COUNCIL COMMITTEE REPORTS

Public Works Committee – Councilmember Musgrove reported the two members of Engineering Department are attempting to pass the PE exam on Friday. He also reported the committee received updates on the Neighborhood Streets Program; speed signs and traffic counters; Hostmark Mains Utility Project; Transportation Plan contract amendment; committee recommendation for geotechnical services for the Hillside Apartments, and a Noll Corridor amendment.

Outside Committees – Councilmember Stern gave an update on the April 5 KRCC meeting, which focused on transportation and roads from federal and state

perspective. They discussed the current status of Kitsaps federally funded transportation projects, the updates to the programming process for 2018-2020 federal transportation projects and redline evaluation criteria, selection of projects to be submitted for regional competition for 2018-2020 for federal funds, Transpols recommendations and historical review of transportation awards 2004-2014. There is a SR305 work group that the Mayor is a member.

Community Service Committee – Councilmember Henry reported the committee discussed banners over Front Street (Austin Sign Company); Marrow Manor conceptual plan design and preliminary work; two grant resolutions; committee recommendation for approval of the Parks & Recreation building signage; the Waterfront Park bathrooms still getting design work; Arbor Day tree planting this Saturday at 10:00 AM at Centennial Park; April 25-26 installation date for equipment at Lions Park; and the Pump Track installation has started.

#### 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

Mayor Erickson reported on the University Center-YMCA concept. The Tacoma branch has an example of this, and some City staff and Councilmembers will be touring the facility tomorrow. It is a mutually agreeable relationship, and the City has acreage next to the colleges and an interest in having a YMCA in Poulsbo. There is \$30,000 in budget for due diligence work.

Councilmember Stern asked School Board Member Almond to share this news with the School Board and encourage the discussion on Running Start.

Mayor Erickson asked for a Councilmember to volunteer to attend the May KRCC meeting with Councilmember Nystul for transportation funding requests.

Mayor Erickson is attending PSRC Transpol tomorrow. They are doing certification of everybody's comp plans. They are now doing conditional certifications. A bunch of the

small communities in eastern King County and eastern Pierce County have been conditionally certified because they are growing too quickly. It use to be that growth and employment numbers at PSRC for comprehensive plans were the floors, now they are becoming the ceilings and we cannot go beyond them. Poulsbo and Port Orchard are growing too quickly.

Mayor Erickson announced that the 23rd Delegation will be at City Hall on Saturday for a Town Hall at 1:00 PM. She will be moderating that event.

## 11. **ADJOURNMENT**

**Motion:** Move to adjourn.

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

Motion passed unanimously.

The meeting adjourned at 8:20 PM.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk