

## **POULSBO CITY COUNCIL MEETING OF April 20, 2016**

### **MINUTES**

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

**ABSENT:** Councilmember Henry

Staff: Finance Director Booher, City Clerk Fernandez, City Engineer Kasiniak, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, Senior Planner Boughton, IT Manager Stenstrom.

### **MAJOR BUSINESS ITEMS**

- \* \* \* Minutes of October 28, 2015, Council Meeting
- \* \* \* Payable Disbursements for march 2016
- \* \* \* PSE System Improvement Work and Energy Efficiency Projects
- \* \* \* RCO-ALEA Gant Funding Resolution
- \* \* \* RCO-WWRP Grant Funding Resolution
- \* \* \* Parks & Recreation Building Signage
- \* \* \* YMCA Feasibility Study Contract
- \* \* \* Contract Amendment for Noll Road Improvements Design
- \* \* \* Contract Amendment for Transportation Plan
- \* \* \* Stormwater Management Plan
- \* \* \* Council Committee Recordings

#### **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**

Mayor Erickson announced Business Item 6F is pulled from the agenda, and Deputy Mayor McGinty will take over for Business Item 6G, as the Mayor has to recuse herself from that portion of the meeting.

**Motion:** Move to approve agenda as amended.

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

**Motion carried unanimously.**

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

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

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

Councilmember Nystul reported he attended incident command overview for executives and senior officials in Gig Harbor with Councilmember Musgrove, which relates to the City's ability to receive federal funds in an emergency.

Councilmember Lord announced the free Annual Lions Club Fishing event for kids is this Saturday from 7:00 AM to 1:00 PM.

Mayor Erickson reported the Poulsbo Garden Club sale is May 7, 9am-2pm, at James Lumber and Ace Viking Way. She gave an update on the bridge mural, and that she will need to ask for an additional \$1,000 to have a clear coat applied to the final product. She announced the new playground equipment will be installed on Monday morning at Lions Park. Discussion was held on the two trees that were removed from Lions Park for an above-ground generator for the lift station. She reported the citizens committee for the one-tenth of one percent grant recommends full funding for the City's mental health grant application. She announced Friday is Earth Day, and the West Sound Academy will be picking up trash in the City. She reported the earthquake preparedness meeting last night had 106 registrants, and there will be another workshop on Saturday morning.

### 5. **CONSENT AGENDA**

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

The items listed are:

**a.** Minutes of October 28, 2015, Council Meeting

**b.** Payable Disbursements for March 2016

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

**Motion carried unanimously.**

## **6. BUSINESS AGENDA**

### **a. ► PSE System Improvement Work and Energy Efficiency Projects/Campaigns**

Bryan McConaughy and Barry Lombard from Puget Sound Energy announced the details of the Foss Corner to Port Madison 115kV transmission line upgrade project. They will have an open house on May 12 at the Suquamish Tribal Council Chambers for residents to learn about this project. There will be lane closures.

Karen Brubeck, Outreach Manager, said PSE plans on having a hospitality blitz in November or December in Poulsbo to educate restaurants and hotels of energy efficiency options. PSE is also promoting their free appliance replacement program in June.

### **b. ► RCO-ALEA Grant Funding Resolution**

Parks & Recreation Director McCluskey presented the agenda summary, noting the grant is due May 2, and requires a resolution from the Council. This grant is for Poulsbo Fish Park Pedestrian Connection. It will provide the trail/elevated boardwalk between the Holm and Lord Properties, interpretive signage, Lord Property improvements, Hold Property parking lot improvements, and habitat restoration activities.

**Motion:** Move to approve Resolution No. 2016-08, a resolution that authorizes submitting application(s) for grant funding assistance for aquatic lands enhancement account (ALEA) project(s) to the recreation and conservation funding board as provided in RCW 79.105.150, 79a.25 RCW, WAC 286, and other applicable authorities.

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

**Motion carried unanimously.**

c.  **RCO-WWRP Grant Funding Resolution**

Parks & Recreation Director McCluskey presented the agenda summary, noting the City started park planning in 2014, and when the project stalled, Council asked that no more money be spent until we owned the parcel. We still don't have the parcel, but it is undergoing the short-plat process. She asked that the City continue to work on some design to have it ready to go, and she wants to apply for this grant in 2016 to hopefully do some building in 2018.

Mayor Erickson added that this park will have impact fees to help pay for itself; however, this grant could augment the funding, and we could use the impact fees for other things.

Councilmember Lord stated that the City has an MOU with the Rotary Foundation.

**Motion:** Move to approve Resolution 2016-09, a resolution that authorizes Submitting application(s) for grant funding assistance for Washington wildlife and recreation program (WWRP) project(s) to the Recreation and Conservation Funding Board as provided in Chapter 79a.15 and 79a.25 RCW, WAC 286, and other applicable authorities.

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

**Motion carried unanimously.**

d.  **Parks & Recreation Building Signage**

Parks & Recreation Director McCluskey presented the agenda summary, noting the Parks & Recreation Building needs a sign on the front of the building. With the introduction of the farmers market at the site, people are saying they didn't know where the building was. The metal sign would be under \$3000.

**Motion:** Move to approve the purchase of a Parks and Recreation building sign using Park Reserves, not to exceed \$3,000.

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

Councilmember Stern stated he would like to see the sign lit up and would like to increase the budget to create external lighting on the sign.

Parks & Recreation Director McCluskey will research the cost to light up the sign and bring this back to the Council.

The Council agreed to table this item until the cost for lighting the sign could be researched, and it will be brought back as a consent agenda item at a future council meeting.

#### **e.YMCA Feasibility Study Contract**

Senior Planner Boughton presented the agenda summary, noting this contract will initiate the exploratory phase of a North Kitsap YMCA. The contractor will perform a market feasibility study for the City of Poulsbo. This is in the 2016 budget, and it will begin in May.

Councilmember Stern talked about the tour staff and Councilmembers went on last week of the University Center YMCA campus model that Poulsbo would like to use in partnership with Olympic College and Western Washington University. It is half student union building with teaching labs associated with the school next door.

Councilmember Lord said the model in Tacoma is geared towards the students. They are maxed out the building they already have for study areas and gathering places. The colleges are going to do their own survey at the beginning of the 2016-17 school year. Then they will combine both surveys at that point to get a good picture of how the community and student population feel about the proposed project.

Councilmember Musgrove said the tour was very educational. He is excited about what an opportunity this is for Poulsbo. He was not sure the demographics could support just a YMCA in Poulsbo, but if it is coupled with the schools, now it is a

win-win as a shared-use facility.

Discussion highlights:

- There would be a mix of exercise and student facilities
- This model focuses on social interactions
- The school would help fund the construction of the facility
- Members can go to other YMCAs in the area
- The City gets to decide what kinds of questions would be asked in the survey, and Bainbridge Island needs to be included in the survey area
- Haselwood YMCA is at capacity and no room for expansion. It was designed for 17K patrons, and it has 20K patrons
- At the conclusion of the study, they will come to the Council to report the results.
- The proposed location of the YMCA (6 acres) is designated to support recreational purposes. There is no room downtown to locate a YMCA.

**Motion:** Move to approve a professional services contract with Triangle2 Solutions in order to conduct a market feasibility for Poulsbo YMCA, and authorize the Mayor to sign the contract on behalf of the City.

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

**Motion carried unanimously.**

**~~f. Ordinance Amending PMC 3.84 Park Impact Fees and PMC 3.86 Transportation Impact Fees~~ - PULLED**

At 7:49 PM, Mayor Erickson recused herself from the meeting, and Deputy Mayor McGinty continued the meeting.

**g.  Contract Amendment for Noll Road Improvements Design**

City Engineer presented the agenda summary, noting the amendment is a transfer of funds to move ahead with high priority items to keep the project moving forward. The three things the consultant will complete are: 1) right-of-way plans and cost estimate, 2) noise analysis (new item from WSDOT), and 3) stormwater discharge. Those three tasks total \$161K. They would like to move money from Phase B to Phase A. This does not change budget amount.

Councilmember Musgrove noted this was discussed at Public Works Committee, and this moves the order of completion and would 1) make the process more efficient, and 2) going to have to provide more money later on, and this will reduce that amount. Councilmember Lord commended the Engineering Department for staying on top of this and being proactive.

**Motion:** Move to approve the contract amendment with Parametrix for the Noll Road Improvements Preliminary and Final Phase I Design, shifting funds from Phase B to Phase A in the amount of \$161,433, and authorize the Deputy Mayor to sign on behalf of the City.

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

**Motion carried unanimously.**

At 7:53 PM, Mayor Erickson returned to the meeting.

**h.  Contract Amendment for Transportation Plan**

Director of Engineering Kasiniak presented the agenda summary, noting the following budget amendment information:

<u>Budget</u>	<u>Original</u>	<u>Amendment</u>
Parametrix	\$79,000	\$14,700
City Effort	\$4,000	\$5,300
Total	\$83,000	\$103,000

Additional scope was needed because of revised assumptions and associated trip estimates, reevaluated travel demand model, and update to the volume to capacity tables for additional segments. The Public Works Committee recommends approval.

**Motion:** Move to approve the contract amendment with Parametrix for the Transportation Plan Update and Concurrency Ordinance in the amount of \$14,700 and authorize the Mayor to sign on behalf of the City.

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

**Motion carried unanimously.**

**i. ► Stormwater Management Plan Review**

Mr. Phil Struck, SeaAlaska Environmental Services, presented the Stormwater Management Plan Review. Presentation highlights:

Purpose and scope

- Last plan update was 2008
- Update CIP
- Update financial plan
- Policy updates to Comprehensive Plan

Summary

- In compliance with all aspects of NPDES Permit
- Program Management and O&M fully funded
- Previous capital projects are improving Liberty Bay water quality
- Draft CIP is \$10M with \$1.8M funding gap over 6 years without new revenue (\$200k/yr.)
- New revenue sources proposed that fully fund CIP gap (General Facility Charge)
- New revenue sources are commonly used by many cities in region
- No rate increase is necessary or proposed

Level of Service Policies

- Comply with NPDES Permit
- Implement applicable sections of the Liberty Bay TMDL Plan
- Correct historic flooding problems and minimize new flooding impacts
- Protect aquatic habitat from the negative effects of stormwater runoff

Program Summary

- 2.6 FTE Management and Admin
- 3.6 FTE O&M
- O&M program fully funded via recent rate increase
- Typical \$500k~\$1M year capital program
- Significant grant support; \$400k/year
- NPDES and TMDL driving costs

NPDES Permit Compliance

- Meeting all permit requirements
- By end of 2016 must:
  - Must adopt LID updates to PMC
  - Adopt 2012 Ecology Manual

#### Liberty Bay TMDL Implementation Plan

- Grant funded project to address Ecology's TMDL Plan for Liberty Bay
- Goal: meet water quality standards
- Elements:
  - Watershed Assessment
  - CIP
  - Financial Plan
- Integrated with Stormwater Comp Plan

#### Proposed Capital Improvement Plan

- CIP Project No. 1 and 1A – South Fork Dogfish Creek Restoration
- CIP Project No. 2 – South Anderson Parkway Retrofit
- CIP Project No. 3 – Poulsbo Creek Outfall Rehabilitation
- CIP Project No. 4 – Viking Avenue Regional Treatment Facility
- CIP Project No. 5 – Kevos Pond/Ridgewood Drainage and WQ
- CIP Project No. 6 – Fjord Dr. Water Quality and Habitat
- CIP Project No. 9 – Fjord Dr. Drainage Improvements
- CIP Project No. 10 – Poulsbo Village Regional Detention

#### Financial Plan

- Capital program funding gap
  - \$1.8M gap over 6 year period between existing revenues and proposed CIP
  - Assumes \$450k per year grant funding
  - Options:
    - New revenue sources
      - General Facility Charge
      - Portion of Traffic Impact Fees
    - Reduce capital program
    - Combination
- General Facility Charge

- One time charge to connect to system
- Similar to water and sewer GFC
- Purchases portion of system capacity
- Upper value (\$2,130/ISU) is maximum allowed
- Proposed \$1,183/ISU based on regional averages
- Would generate estimated \$150k/year

- Traffic Impact Fees

- Roads are one of the most significant sources of stormwater contamination
- Stormwater is significant part of road cost
- Use impact fees when nexus between development proposal and regional stormwater facility
- Maximum of 50 percent of traffic impact fee used for stormwater CIP
- May generate estimated \$150k/year

- Regional Facilities

- Benefits:

- More cost effective for capital and O&M
- Better water quality performance
- Improved aesthetic and habitat value
- Supports re-development

- Approach:

- Basin Plan and Financial Analysis for each facility
- Adopt policies that:

- Establishes regional facilities as option
- Allows City to require late comer cost participation

## Code Updates

- LID code updates part of Comprehensive Plan process
- Adopt by end of 2016
- Primary Effects of New Code:
  - LID used to “maximum extent feasible”
  - Updates to landscaping, buffers, tree retention, clearing and grading, etc.
- Approach: adopt existing manuals, combine with other Development Code updates
- Public information and outreach process

Mayor Erickson discussed the idea of moving CIP Project No. 10 near the top. With the new stormwater manual requirements, redevelopment in the Village is going to be difficult unless they have some kind of stormwater system. It will be difficult for this area to thrive. There will be no investment for improvements, because improvements will require higher stormwater standards and there is no room for the stormwater detention, except under the pavement, which is very expensive. The City could purchase the vacant parcel that is for sale with revenue bonds, build the infrastructure with grants, and use a latercomers agreement afterward.

Discussion was held regarding condemnation for the property. The Mayor would like to purchase the property, and have the properties that it services be in a benefit district.

In response to Councilmember Lord, Director of Engineering Kasiniak said that the parcel on Viking Avenue can be purchased with state funding. The city's contribution will be very minimal. They are working on the state grant right now.

In response to Councilmember McGinty, Director of Engineering Kasiniak said the only urgency right now is to secure the property with a bond.

In response to Councilmember Musgrove, Director of Engineering Kasiniak said if we don't do this today, we could lose this opportunity to purchase the property, and development could become economically impossible.

In response to Councilmember Stern, Mayor Erickson said there is an alternative to taking the property. The owners of the Village could redevelop and put vaults under the parking lots. They are not going to do that, it will be too expensive. They will do property abandonment when the useful life of the property has been achieved. The suggestion is to give them an alternative that keeps their price structure lower by providing a regional stormwater solution. She is trying to forestall future blight.

Director of Engineering Kasiniak said this is not a financial commitment of a project; it is to add them to a list for future analysis.

The Council agreed to elevate the priority of the project on the CIP list.

Discussion was held on O&M costs and how to predict ahead of time what is required.

**Motion:** move to approve the Stormwater Comprehensive Plan as presented and amended by our discussion to move the Poulsbo Village Regional Facility up into the capital projects on our six-year plan and authorize the city staff to proceed with formal adoption process

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

Councilmember Stern will abstain, because by moving the priority up, there is an implied council policy, and he needs additional time to consider this.

**Vote:** Motion passed (**summary:** Yes = 5, No = 0, Abstain = 1).

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

**Abstain:** Stern.

## **j.Council Committee Recordings**

City Clerk Fernandez presented the agenda summary, noting the Finance-Administration Committee discussed if they wanted to continue audio recordings. They discussed the history of why recordings were introduced, and the pros and cons, and decided it would be best for all committees to be uniform in the committee process. The committee recommended discontinuing the audio recordings for all committees.

Councilmember Thomas, FAC Committee Chair, said there are pros and cons to either one, but the bottom line is there is no state law requiring the recordings. The meetings are open to the public, and are published. The Committee is looking for uniformity in practice.

Councilmember Lord would like to continue the recordings. They record the reasoning of the committee regarding important topics before making recommendations to the full Council. The discussions are similar to debating on the Council dais. The more tedious groundwork is done at the committee-level.

Councilmember McGinty supported discontinuing the audio recording because it is a burden on staff, and he has not seen an interest from people requesting the audio.

Councilmember Nystul supported discontinuing the audio recordings, noting it creates an additional, duplicate record, and the written record should be adequate.

In response to Councilmember Musgrove, Councilmember Thomas said the Committee felt the recordings were not useful or relied upon much.

Councilmember Musgrove said he likes listening to the audio of meetings that he is not a committee member of, and would be attending more meetings if that option was gone. He would also like to call into meetings if he is unable to attend the meeting.

In response to Councilmember Musgrove, City Clerk Fernandez said recording the audio is not hard on staff. The problem is indexing the content on the audio recording and searching it when there are public records requests. She requested that staff capture items that are discussed in the written minutes, if it was not on the agenda.

Councilmember Thomas leans towards keeping the audio. He is willing to go either way, he just wishes for all committees to be consistent.

**Motion:** Move that all Council committees discontinue recording the audio of Council committee meetings.

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

**Vote:** Motion failed (**summary:** Yes = 3, No = 4, Abstain = 0).

**Yes:** McGinty, Nystul, Stern.

**No:** Lord, Musgrove, Thomas, Erickson (tiebreaker vote).

Mayor Erickson voted no, because as a Councilmember, she used the audio quite often. She also used them to review minutes.

## 7. COUNCIL COMMITTEE REPORTS

Councilmember Musgrove reported that he attended the ICS4 training and it will guide us for future actions in emergency management and law enforcement.

Finance Administration Committee – Councilmember Thomas said the committee received from Councilmember Nystul some information about various solid waste options available to the public. They also discussed the purchasing manual (committee recommends approval) and a request for additional funding for the bridge artwork (committee recommends approval). They also discussed the Neighborhood Streets Maintenance program, the waterfront park restrooms funding, and the Parks & Recreation building signage.

Outside Committees: Councilmember Stern reviewed the ridership of Kitsap Transit routes #43 and #44. Discussion was held on the desire to have a ticket that allows the rider to pay once, and use the ticket during a period of time.

Public Safety/Legal Committee – Councilmember McGinty said the committee received a report from Public Safety Director Delaney of current status of police department; the fire department is status quo; the Mayor discussed future plans for searching for a new Police Chief; home monitoring has been going well; the Mayor reported on the mental health grant; the Police department asked for two budget adjustments (bullet proof vests grant and replacing recalled scopes); and the City's Prosecutor has established a new case file tracking system. Councilmember Stern added the Committee invited Public Safety Director Delaney to the meeting, and he reported that from his view point, how strong the department is and how it has bonded together in spite of the tremendous stresses of the last year. He feels they haven't missed a beat due to their strong rank and file.

## 8. ► DEPARTMENT HEAD COMMENTS

Director of Engineering Kasiniak reported the City is negotiating a contract with SeaAlaska to develop the street maintenance program. They negotiated a price, and the price is within the departments budget.

## 9. ► CONTINUED COMMENTS FROM CITIZENS

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

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

Councilmember Stern asked that the business agenda be printed and placed in the teal folders for the Council meetings.

Mayor Erickson said the mental health grant she submitted has funding in there to help defray administrative costs.

## 11. ADJOURNMENT

**Motion:** Move to adjourn.

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

**Motion carried unanimously.**

The meeting adjourned at 9:38 PM.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk