

POULSBO CITY COUNCIL MEETING OF AUGUST 17, 2016

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Kasiniak, Public Works Superintendent Lund, IT Senior Technician Williamson.

ABSENT: Councilmember Henry, Nystul

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for July 2016
- * * * On-Call Contract Recommendations
- * * * Sewer Comprehensive Plan Update
- * * * Resolution No. 2016-__ Hostmark Road Preservation Bid Rejection and Award
- * * * 2017-18 Council Goals

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 noted a 20-minute executive session was needed after the first "Comments from Citizens" period to discuss real estate and personnel matters.

Motion: Move to approve the agenda as amended.

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

Motion carried.

3. COMMENTS FROM CITIZENS

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

4. EXECUTIVE SESSION

At 7:01 PM, the Mayor recessed the meeting into executives session to discuss real estate matters and personnel matters pursuant to RCW 42.30.110(1)(c) and RCW 42.30.110(1)(g) respectively for 20 minutes.

At 7:23 PM, the Mayor reconvened the meeting into open session.

Motion: Move to approve the sale of the Hostmark property commonly known as the Old Police Station tax number 232601-2-236-2000 for the amount of \$825,000, the general terms stating \$50,000 in escrow with closing to be 180 days from mutual acceptance of the sales contract or 10 days from the date of issuance of site plan approval, whichever is sooner, and subject to the final review and approval of the sales agreement by the Mayor and City Attorney.

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

5. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Thomas said he is trying to gather folks for the cemetery improvement project. There is a meeting tomorrow here at 2:00 PM. Anyone who is interested is welcome to attend.

Mayor Erickson invited the public to attend a PAWS fundraiser event this Sunday in Kingston at the ferry terminal from 10:00 AM to 4:00 PM.

6. CONSENT AGENDA

Motion: Move to approve Consent Agenda item a.

The items listed are:

- a. Payable Disbursements for July 2016

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

7. BUSINESS AGENDA

a. On-Call Contract Recommendations

Director of Engineering Kasiniak presented the agenda summary, noting the Engineering Department is seeking to enter into on-call professional services agreements with the following companies for the following disciplines:

- Land Surveying - AES Consultants, Inc. and Parametrix, Inc.
- Geotechnical & Testing - Krazan & Associates, Inc., Materials Testing & Consulting, Inc., Landau Associates, Inc., and Aspect Consulting
- Surface Water and Environmental Engineering & Planning Services – Sealaska

- Environmental Services, LLC and Parametrix, Inc.
- Utility Engineering - Gray & Osborne, Inc.; Sealaska Environmental Services, LLC, CHS Engineers, LLC, and BHC Consultants, LLC
- Road Engineering – Exeltech, Parametrix, Inc., and Sealaska Environmental Services

These consultants will be utilized for tasks related to CIP projects and other projects as needed. The City advertised locally for the contracts. Submittals were reviewed by a selection committee composed of staff from multiple departments and a PWC committee member. Final recommendations for the contracts were reviewed with the Public Works Committee on 8/10/2016. The same on-call contract will be used for each firm. The term will be for two years, with an option for a one-year extension. The scope of work for each discipline is attached, as well as each firm's rate schedule.

Councilmember Lord mentioned this was a fair way to spread the work around to qualified companies.

Motion: Move to authorize the Mayor to sign on-call contracts with the following consultants: AES Consultants, Inc.; Parametrix, Inc.; Krazan & Associates, Inc.; Materials Testing & Consulting, Inc.; Landau Associates, Inc.; Aspect Consulting; Sealaska Environmental Services, LLC; Gray & Osborne, Inc.; CHS Engineers, LLC; BHC Consultants, LLC; and Exeltech.

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

b. Sewer Comprehensive Plan Update

Director of Engineering Kasiniak presented the Sewer Comprehensive Plan Update. Presentation highlights included: Why the City is doing a comprehensive sanitary sewer plan, planning assumptions, the system description, major system deficiencies, the 6-year CIP, the 6-year KC CIP, and the financial plan of major system deficiencies (6-year revenue requirement forecast).

Councilmember Musgrove said it might sound like we are going to use our reserves to pay for the pump stations, but it is not the case. Finance Director Booher verified that when people connect to the sewer in the City, they pay a County connection fee and a City connection fee. The County connection fee is paid to County and it is maintained in the bank, so about \$2.5MM of those reserves for that \$5MM issue is money that we have banked at the County for them holding the connection fees.

In response to Councilmember Musgrove, Finance Director Booher confirmed that the County's fee would only increase by CPI each year, so no monumental increases are expected.

In response to Councilmember McGinty, Director of Engineering Kasiniak said the City will be tracking their expenditures and revenues on an annual basis, and they will do a more sophisticated look every three years to see how we are tracking to our assumptions. He said staff did a good job trying to anticipate the impact fees that will be collected between now and 2020.

In response to Councilmember Stern who asked what the impact might be on sewer for an accelerated population growth, Director of Engineering Kasiniak said when we plan for sewer capital improvements, we do improvements for 50 years. It really depends what kind of improvements we decide to build. Gravity lines (siphons) are either overbuilt and you have operational problems because you want a certain velocity in the pipes, or you build too small, and they have overflows. Maybe the right solution is not a siphon, but the pump station with the force main underneath the bay. It is more scalable.

Councilmember Lord thanked Director of Engineering Kasiniak and his department and said she is very proud of the staff for their work on this project.

Councilmember Musgrove agreed. He believes Poulsbo is successful because staff thinks further than what they are required to, and there is a bookmark for a solution, but they are open to changing the solution. It comes down to how do we do this, rather than can we pull this off somehow, and that is a huge difference.

Motion: Move to approve the Sanitary System Plan as presented and authorize the Engineering Department to submit the plan to the Department of Ecology for final review.

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

Motion carried.

c. Resolution No. 2016-20, Hostmark Road Preservation Bid Rejection and Award

Director of Engineering Kasiniak presented the agenda summary, noting bids for the Hostmark Road Preservation Project were opened on Friday. Two bids were received on the project, one from Northwest Asphalt and one from Lakeside Industries. Both bids are within the project funding available. Unfortunately, the low bid was unresponsive due to noncompliance with the mandatory Disadvantaged Business Enterprises (DBE) goal of 13%, which was a condition of award on the project per FHWA requirements. The bids have been reviewed by the City Attorney, WSDOT

Local Programs and FHWA. Per the bid documents and the reviews performed, Northwest Asphalt's bid must be rejected and the project awarded to Lakeside Industries as the low responsive bidder.

In response to Councilmember Lord, Director of Engineering Kasiniak said the lowest bidder would have to find a DBE contractor who is registered with WSDOT. Thirteen percent of the project cost would have to come from the subcontractor.

Motion: Move to approve Resolution No. 2016-20, a resolution of the City of Poulsbo rejecting the low bid as unresponsive on the Hostmark Road Preservation Project and authorizing award to the second low bidder.

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

d. 2017-18 Council Goals

The 2016 Council Goals were discussed and revised:

1. Develop and Implement a "Neighborhood Streets Maintenance Program"
(Responds to Community Goal #1 – Land Use and #9 – Revenues and Financial Stability)

Objective/Workplan

- i. Explore and Revisit "Neighborhood Streets Maintenance Program" and related costs as developed by Engineering Department in Council Workshop in coming year.

Responsibility – City Council

- ii. Explore Funding Sources for "Neighborhood Streets Maintenance Program".

Responsibility – City Council

- iii. Implement "Neighborhood Streets Maintenance Program" based on funding.

Responsibility – Engineering and Public Works Departments

2. Develop Long Term Economic Development Plan *(Responds to*

Community Goal #7 – Economic Development)

Objective/Workplan

- i. **Annually address the** Comprehensive Plan Update **as appropriate.**

Responsibility – Planning/Economic Development Committee/City Council

- ii. Explore **and support the** College Town concept, Nightlife Economy and appropriate business locations.

Responsibility – Planning/Economic Development Committee/City Council

- iii. **Explore alternative housing solutions.**

Responsibility – Planning/Economic Development Committee/City Council

~~**3. Increase Public Awareness of City Information and Simplify Access**~~

~~*(Responds to Community Goal #10 – Customer Service)*~~

- ~~i. Investigate resources for simplifying public access to City information.~~

~~**Responsibility** – Mayor/City Clerk/Information Services~~

[This is a permanent policy – not a Council goal.]

~~**4. Create Joint Regional Transportation Vision for State Route 305**~~

~~**Corridor** *(Responds to Community Goal #1 – Land Use and #9 – Financial Stability)*~~

~~**Objective/Workplan**~~

- ~~i. Adopt resolution memorializing intent to cooperate with the Suquamish Tribe, Kitsap County, and the City of Bainbridge Island.~~

~~**Responsibility** – City Council~~

- ~~ii. Task Reach out to State~~

~~officials~~

~~**Responsibility** – City Council~~

- ~~iii. Continue to organize joint meetings with the Suquamish Tribe, Kitsap County, and the City of Bainbridge Island to establish objectives, measurable performance goals and funding plan.~~

~~**Responsibility** – Mayor~~

3. Construct New Public Works Facility (*Responds to Community Goal #4 – Capital Facilities*)

Objective/Workplan

- i. Develop design/scope of work and proposed budget for construction.

Responsibility – Mayor/Engineering/Public Works

- ii. Review design/scope of work and proposed budget.

Responsibility – City Council

- iii. Decommissioning of old Public Works facility

Responsibility – Mayor/Engineering/Public Works

4. Implement Dog Fish Creek Study (*Responds to Community Goal #3 – Natural Environment*)

Objective/Workplan

- i. Review Dog Fish Creek Study, identify projects in study and set remaining priorities.

Responsibility – Engineering

- ii. Establish Funding for Implementation of Prioritized Projects
- Investigate Hattaland Park.

Responsibility – City Council

- iii. Complete 8th Ave. Culvert Replacement

Responsibility – Engineering

- iv. Remove Brush and Willows along State Route 305

Responsibility – Public Works

~~**7. Explore Sources of Funding, Volunteer Opportunities and Grants for Parks**
(Responds to Community Goal #6 – Parks & recreation and Open Spaces and #9 –
Revenues and Financial Stability)~~

~~**Responsibility** – City Council/Mayor~~

5. Restore and Refurbish the Poulsbo Community Cemetery (Responds to
Community Goal #2 – Community Character)

Responsibility – City Council/Mayor

**6. Develop New Approaches to Promote, Engage, and Communicate
with Our Youth** (Responds to Community Goal #2 – Community
Character)

Responsibility – City Council/Mayor

The Council agreed that these goals should have a quarterly review by all Council committees to see how they are doing.

8. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Stern reported they discussed budgets for human resources, executive, legislative, finance department, and non-departmental. He noted the outcome of the Noll Road project grant to match the \$3MM. If the grant isn't awarded, how does it impact the city's other projects? The biennial budget helped the committee move from a tactical to a more strategic look ahead. It is a healthy thing.

Public Safety/Legal Committee Meeting: Councilmember Stern reported they discussed addressing loitering in a draft city ordinance and camping in parking lots. The Committee is not ready to move forward based on unintended consequences. Discussion held on the reasons why the ordinance is needed and the desire to not be heavy handed and don't want to infringe on civil liberties. Municipal Court presented their preliminary budget. They took a good look at community service/code enforcement officer, the costs to outfit the new employee, and tried to understand what impacts the increased activity will have on other departments.

9. DEPARTMENT HEAD COMMENTS

Public Works Superintendent Lund said he is looking forward to the cemetery meeting with Councilmember Thomas tomorrow. He requested authorization from the Council to move funding from the HVAC budget to repair the Parks & Recreation roof to repair the leaks for around \$20,000. The Council agreed to the budget change. A budget amendment will come forward in the future.

10. CONTINUED COMMENTS FROM CITIZENS

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

11. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Lord complimented Public Works for such careful adherence to the schedule on Hostmark. She also requested if there is a little dab of extra asphalt, she asked if it could go to the cemetery. She inquired about the dirt pile in high school parking lot from the excavation, and if it is that going to be handled in time in order for the school to use it. Director of Engineering Kasiniak said he is sure it will disappear by the August 31st, but they can check what the specific plan is.

Councilmember Stern said the rate of the Hostmark Project is phenomenal, but the neighbors really care about the island replacement. He asked if something could be placed to let the neighbors know that the island will be replaced and that it is coming soon.

Councilmember Thomas commented on how beautiful Poulsbo is and how lucky we are to live here. He is honored to represent the City of Poulsbo.

Councilmember Musgrove said he would attend the cemetery meeting at 2:00 PM, and the Auditor's Exit Conference at 3:00 PM.

12. ADJOURNMENT

Motion: Move to adjourn.

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

Motion carried unanimously.

At 9:04 PM, the Mayor adjourned the meeting.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk