

POULSBO CITY COUNCIL MEETING OF DECEMBER 7, 2016

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Kasiniak, City Engineer Lenius, Public Parks & Recreation Director McCluskey, Police Chief Schoonmaker, Senior Engineering Technician Hart, Engineering Technician Roberts, IT Senior Technician Williamson.

ABSENT: Councilmember Nystul

MAJOR BUSINESS ITEMS

- * * * Swearing In Ceremony – Police Chief Schoonmaker
- * * * Council Meeting Minutes for October 19, 2016
- * * * Council Meeting Minutes for November 2, 2016
- * * * Council Meeting Minutes for November 9, 2016
- * * * Payable Disbursements for October 2016
- * * * Confirmation of Planning Director Boughton
- * * * Confirmation of Appointed Boards & Commissions
- * * * NPDES Permit Code Amendments Public Hearing
- * * * Ordinance No. 2016-20, Adopting NPDES Permit Code Amendments
- * * * New Program & Baseline Budget Requests

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 the approve the agenda as presented.

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

3. COMMENTS FROM CITIZENS

School Board Director Almond announced they are looking for a new superintendent and would like to have the public's survey by tomorrow. It is on their website.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Musgrove asked that everyone be careful out there with visitors and kids out where you don't expect them. He also noted the improvements at the cemetery.

Councilmember Stern shared a photograph from December 1970 with State Representative Joe Mentor, Senator Warren Magnuson, and School Board Member Ardis Morrow collaborating on the idea of the marine science center. Ms. Morrow shared her memories regarding that time and recognized the two beginning teachers who were in attendance, Dave Morgan and Shel Schroder. Ms. Candace Merrill announced they just hired Dr. Silvia Yang to work at the SEA Discover Center, and she will expand community outreach. She added it has been an honor to continue the Center's work and wants to expand its curriculum to more grades and more districts.

Councilmember Henry said he attended the Keyport ceremony of the 70th anniversary of Pearl Harbor. It was a moving ceremony.

Swearing In Ceremony

Mayor Erickson welcomed the new Chief of Police for the City of Poulsbo, as well as his family. She shared the process of the police chief search. She thanked all the law enforcement who were in attendance. She said she was so honored Chief Schoonmaker decided to join us in Poulsbo. She thanked Sheriff Simpson, Chief Hamner, and Chief Strachan for coming to welcome their new colleague.

Mayor Erickson performed the swearing in ceremony for Police Chief Schoonmaker.

Police Chief Schoonmaker first acknowledged the police officer who was lost in Tacoma, and two other police officers who were shot in Georgia today, and the Poulsbo Fire Department, who is going through trying times right now.

He thanked the law enforcement agencies and the men and women from the Poulsbo Police Department who attended tonight. He thanked Shawn Delaney and Deputy Chief Pate for keeping everything running smoothly in the interim. He said this is an unbelievable opportunity, and this is like a dream come true. The staff he has met have been professional and it is a wonderful community. It is his honor to be here, and we have his word that he will do everything in his power to continue the great tradition of the Poulsbo Police Department as they move into the future. He thanked everyone for this opportunity.

Councilmember Stern said he and Councilmember McGinty were selected to participate in the extensive interview process, and he said from the first instance on, there was no doubt about Chief of Police Schoonmaker. He welcomed him aboard and welcomed him back to Washington.

Councilmember Lord said he has come into a very loving community, and people are going to welcome him with open arms as they all do. This is a wonderful town and we all try to support

each other. The citizens are supportive of the Police Department, and our Police Department is the best. She is glad to have him and his family here.

Councilmember Thomas said he has landed in the best spot of the world. They appreciate him being here. He has their support.

Councilmember Musgrove thanked him for coming. It is exciting for them. Poulsbo has an awesome department and special officers, and they deserve an awesome and special Chief.

Councilmember McGinty said the interview process was very grueling, and Chief Schoonmaker did come out on top. They were very pleased that he accepted the job.

Councilmember Henry said about 32 years ago, he was in the military, and he dragged his family here. When it was time to get transferred, nobody wanted to leave, so he had to retire. He has never regretted it.

Mayor Erickson said they are all very happy he is here. She thanked the police department for coming. She said they have a great police department in Poulsbo, who serve with great professionalism and compassion every day.

5. CONSENT AGENDA

Councilmember Lord thanked City Clerk Fernandez for the good job she does on the minutes. Councilmember Stern also noted the Finance-Administrative Committee thanked City Clerk Fernandez today at their meeting as well.

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

The items listed are:

- a.** Council Meeting Minutes for October 19, 2016 (Fernandez)
- b.** Council Meeting Minutes for November 2, 2016 (Fernandez)
- c.** Council Meeting Minutes for November 9, 2016 (Fernandez)
- d.** Payable Disbursements for October 2016 (Booher)

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

6. BUSINESS AGENDA

a. Confirmation of Planning Director Boughton

Mayor Erickson said Karla Boughton came to the City in 1995. She has worked in many different capacities in the Planning Department. In 2010, the City had rough financial times, and they were able to have Karla continue working as a contractor.

That was one of the better decisions this Council made, because Karla went on to craft an award-winning comprehensive plan. She has been an inspiration to everyone working around her. She does a great job for the City of Poulsbo and has been doing a great job for over two decades.

Councilmember Stern said a few councilmembers have been here for the entire length of her career in Poulsbo. He said she has always been a consummate professional.

Councilmember Lord said she cannot be more please; they are now friends as well as colleagues. She cannot speak high enough of her skills and they depend on her steady understanding of all things land use.

Mayor Erickson remembered one time Karla came to her and said, "You know, Mayor, Poulsbo has the right to be Poulsbo." Mayor Erickson said this young woman gets it. Our ordinances and documents support the vision of our community. Karla has done a masterful job capturing that vision.

Councilmember Henry, thanked Karla. Years ago, he laid claim on her sons for the US Navy. She took it as a joke then, now she is holding him to it.

Motion: Move to authorize Mayor Erickson to appoint Karla Boughton as Planning Director for the City of Poulsbo

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

Motion carried.

Planning Director Boughton thanked everyone for their compliments. She feels she has grown up in Poulsbo. She loves this community. She will continue to work as hard as she has for the City and its citizens.

b. Confirmation of Appointed Boards & Commissions

City Clerk Fernandez presented the agenda summary, noting the Mayor has reappointed the following board and commission members and is seeking Council concurrence: Civil Service, Donna Jean Bruce - term expiration 12/31/2022; Parks and Recreation Commission, Mary Carter, Judy Morgan, and Mike Randall - term expiration 12/31/2019; Planning Commission, Ray Stevens and Gordon Hanson - term expiration 12/31/2022; Tree Board, Joan Hett and Gayle Larson - term expiration 12/31/2019.

Councilmember Lord noted a lot of these people have been on the commissions and boards for a long time. It is remarkable the devotion and dedication of the volunteers. They do a lot of heavy lifting for the Council. It is greatly appreciated that these individuals step up and stay on.

Councilmember Musgrove said they have the highest respect for these people because they are volunteering. It is not a high-profile job. He feels it is the sincerest form of dedication to your community and thanked them for their service.

Councilmember Lord asked if it would be possible to do an appreciation event for the volunteers. Mayor Erickson said that would be a fun thing to do.

Motion: Move to concur with the Mayor's recommendations for reappointments and appointment to the City boards and commissions as presented.

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

Motion carried.

Mayor Erickson announced a "Tuba Christmas" event on Saturday December 17, 3pm, at the waterfront park. It is for all brass instruments.

c. NPDES Permit Code Amendments Public Hearing

Mayor Erickson opened the Public Hearing at 7:31pm.

Senior Engineering Technician Hart gave a refresher presentation to the October 12, 2016, Council workshop. Presentation highlights included: background; LID definitions; how we mimic pre-development hydrologic conditions; shift for development design process; a review of the amendments to PMC 12.02, 13.16, 13.17, 15.35, 16.20, 18, and City Construction Standards; and the process timeline

Senior Engineering Technician Hart confirmed Councilmember Thomas' statement that the changes would apply to permits in the future and would not be retroactive.

In response to Councilmember Henry, Engineering Technician Roberts said the stringent regulation require more up front work. We want to make sure they place the facility on the best spot on the site.

Mayor Erickson opened the floor for public testimony, and receiving none, closed the public hearing at 7:39pm.

Councilmember Lord noted a couple minor things: 1) Amendment 7, second to last page, Appendix A, she recommended changing the numbering - the last two bullet points be D and E, rather than E, and F; and 2) Amendment 7, the opening paragraph references the 2012 DOE Manual, it should be the 2014 manual because that was when it was amended.

Engineering Technician Roberts clarified the document is called the 2012 manual as amended in 2014. They will make sure the language is consistent in the document.

In response to Councilmember Musgrove, Engineering Technician Roberts said no public comment was received regarding the changes.

In response to Councilmember Lord, Planning Director Boughton said all stakeholders were notified; however, we received no written comments from them.

Councilmember McGinty said we don't have a lot of discretion of what we can or cannot do. His main concern is maintenance of these systems long term.

Motion: Move to approve the Planning Commission Recommended NPDES Permit Code Amendments, and adopt an ordinance establishing an effective date of December 31, 2016.

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

d. Ordinance No. 2016-20, Adopting NPDES Permit Code Amendments

Motion: Move to adopt Ordinance No. 2016-20, an Ordinance of the City of Poulsbo, Washington, amending sections of the Poulsbo Municipal Code and City Construction Standards in order to adopt the 2012 Department of Ecology Stormwater Manual as amended in 2014 and making low impact development the preferred and commonly-used approach to site development; and providing for severability and establishing an effective date.

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

e. New Program & Baseline Budget Requests

Finance Director Booher said they will be addressing the baseline adjustments and new program requests that will also be incorporated to show you the final budget

numbers with the intention of approving the budget next week. They have all been reviewed by the Mayor and the Finance-Administration Committee.

Finance Director Booher reviewed the revenue projection modifications.

Councilmember Stern said it has been past soft policy of Council to base revenues at 100 percent of the previous year. These projections break with that, with the concurrence of the Finance-Administration Committee, and they plan to set up processes to track revenues.

Mayor Erickson said we are increasing sales tax revenues by \$200,000; however, we are probably going to meet that amount in 2016 with current revenues. Finance Director Booher confirmed we just received sales tax receipts last week, and we are currently projecting in 2017 what we are collecting in 2016.

Councilmember Musgrove said he learned that our projections are realistic, rather than conservative. They are targeting what will really come in, so we are truly at baseline for the first year. By necessity, we'll have to escalate that based on assumptions for the second year of the budget. We'll see some big numbers, but it appears that we are effectively holding towards our soft policy of the past with starting at 100 percent of a prediction based upon more accurate analysis and more timely analysis of what is going on in the budget cycle.

Councilmember Stern said we use to wait with the bulk of new program and baseline adjustment requests until February/March, when we realized the final numbers (what we called carry forward). We are moving forward now with a new process. These are based on existing trends. We need to track this carefully.

Finance Director Booher reviewed the 2017-18 baseline adjustment and new program requests and the recommendations from the Mayor and Finance-Administration Committee

Councilmember Stern reminded the Council regarding the restricted car use policy, so we should be getting better longevity from the vehicles.

Councilmember Stern said the Finance-Administration Committee is supporting an expansion of the Prosecutor Attorney's Office, and that is slowly taking us in the direction of a City Attorney's Office.

In response to Councilmember McGinty, Finance Director Booher said the majority of the cost of the new staff positions is wages and benefits. There are smaller startup costs for equipment and training. She doesn't believe they were as proactive in estimating the second-year wage increases.

In regards to the development engineer reclassification, Mayor Erickson explained that we have large projects coming forward. They will follow the applications through the entire process. The knowledge base is carried through to the inspection. Because of the nature and size of the developments, and the stormwater regulations, we need better expertise.

Councilmember Stern said this is a similar approach to the Olhava Project.

Councilmember Musgrove said this gives field work ability for these developments; however, he questioned why these services could not be charged off to the projects it supports. City Engineer Lenius said they anticipate a small amount will be charged to the projects, but he will be overseeing the inspectors who are doing the day to day inspections. They are more generalized. Mayor Erickson said money is put into an escrow that goes to the general fund. This is the offsetting side of the increased revenue from the permit fees.

In regards to the speed management program request, Councilmember Lord said the Public Works Committee listened to citizens regarding their concerns with speeding in old town. She said lots of areas in Poulsbo need attention and education regarding speeding.

In response to Councilmember McGinty on how the speed management funding was planned to be used, Councilmember Stern said it is a resource for when we have a direction or idea that needs to be explored. Councilmember Musgrove appreciated the designation and said the Public Works Committee will be able to figure the best use of this later.

Finance Director Booher reviewed the wait list items, which are the priority of the Mayor and the Finance-Administration Committee to fund if there is additional funding in the mid-year cycle.

Mayor Erickson said this budget is missing funding for an engineering vehicle. It is not on the list, because she is advocating for a low-cost solution. This may come forward in the spring. Finance Director Booher said this would be a capital-funded item. We can do a lease, but for one vehicle it is not a cost savings. The department is now looking at used vehicles.

In response to Councilmember McGinty, Finance Director Booher said the video equipment for the court was a one-time cost; it is an error on the spreadsheet as being an on-going cost.

The Council concurred with the Finance-Administration Committee's New Program and Baseline Adjustment Request recommendations.

In response to Councilmember Musgrove's question as to why the wait listed items were not put into the 2018 budget since they are the City's priority, Finance Director Booher said we must do a mid-year review, and the comfort level is to not go into reserves for these high-ticket items, but wait to see where we are at before we commit to them.

Finance Director Booher reviewed all items that do not impact the general fund (enterprise funds and capital equipment).

In response to Councilmember Lord, Finance Director Booher said the shop mechanic is not on the wait list because it is an on-going expenditure, and they want to wait until a decision is made on solid waste services.

The Council concurred with the remaining funds as presented.

Finance Director Booher said these items will be built into the final budget and brought forward next week for the final budget approval. The budget ordinance will come forward on December 21, 2016.

Councilmember Lord complimented the Mayor, the Finance Committee, the Finance Director, and her staff for putting this budget together. She appreciates the hard work and the discussion they had to go through to get there.

Motion: Move to direct the Finance Director to prepare the budget based on the figures presented tonight.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported they discussed the neighborhood speeding concerns; the underground utilities briefing (code requirements and upcoming renewal franchise agreement with PSE); and the next steps on the solid waste proposals (a budget amendment will be coming forward).

In response to Councilmember Stern, Director of Engineering Kasiniak said before they present their solid waste rates, they must make sure they are sustainable. They need to make our rates comparable to the proposals they received. They will have an abbreviated business plan for 20 years into the future.

Finance-Administration Committee: Councilmember Stern reported they looked at the sales tax and REET revenues. They would like to see implemented some fail safes built in that will systemically alert if there is a variance.

Mayor Erickson responded to the request for a variance report, and noted variance reports have been given to the Finance Committee every quarter for years. If there is some other type of variance that he would like to see, it would be helpful to know what that is. Councilmember Stern said the emphasis is on the anticipated revenues as well as the expenditures and a way to call it out to council in its reporting, in order of magnitude.

Councilmember Stern noted he has been reappointed to Kitsap Transit for an additional year in the at-large position. The last meeting was regarding the fast ferries. At KRCC, Councilmember Nystul was appointed as the alternate, and they discussed regional centers analysis and framework.

8. DEPARTMENT HEAD COMMENTS

Director of Engineering Kasiniak said they advertised the Small Anderson Parkway project on Friday, with a bid opening January 6. Construction will take 30 days. On January 8, they will hold an open house for the public at 6:30pm.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Musgrove suggested finding an elder and ask for their favorite story or greatest piece of advice. Take advantage of that.

Councilmember Thomas said the Historical Society has a presentation on Tuesday, December 13 at 9:30am.

Councilmember Lord shared that Larry Craig passed away and his memorial service is this Saturday at Gateway.

Mayor Erickson reported that on Saturday Julefest was wonderful and Wal-Mart hosted the biggest Shop with a Cop event with 112 kids and 150 police and military folks. The Community Orchestra gave a free performance on Sunday at the high school, and the auditorium was full. Yesterday, she attended the Wal-Mart graduation service with Councilmember Musgrove and Henry. They are spending over \$1 billion to train people to work. She went to Interact Club today, and they have volunteered to build a trail, and they are going to adopt Hostmark Street to clean up the street every quarter.

Councilmember Lord added that Wal-Mart is a good institution.

Councilmember McGinty said he attended the North Kitsap Transfer Center ribbon cutting and it was impressive.

Councilmember Stern said the North Kitsap Transfer Center is a premier facility in the county. It cost \$12MM to build, and it has the capacity for double decker buses.

Councilmember Henry said the Shop with a Cop event is such a unique idea. He is proud of this town's idea. On the other hand, he has concerns about transportation. He had some citizens talk to him about losing their bus stops. The citizens he spoke to had concerns regarding the ACCESS drivers. He asked for them to provide details when instances happen and he would share that with the Mayor.

11. ADJOURNMENT

Motion: Move to adjourn at 9:19 PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk