

POULSBO CITY COUNCIL MEETING OF FEBRUARY 1, 2017

MINUTES

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

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

MAJOR BUSINESS ITEMS

- * * * 2016 Donations
- * * * Approval of January 11, 2017, Council Meeting Minutes
- * * * Budget Amendment/BA#16-0410 Street Operations Fund 101
- * * * ILA with Kitsap County for Provision of Juvenile Detention Facilities
- * * * Financial Status Reporting Package
- * * * Emergency Communications Services Agreement with Kitsap 911
- * * * Memorandum of Understanding with the Washington Traffic Safety Commission for Drug Recognition Expert Reimbursements
- * * * Pavement Preservation Demonstration Project Contract

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** Lord, **Seconded by** Henry.

Motion carried.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Nystul said he attended the Kitsap Economic Development meeting last Tuesday. He also commended the excellent work of Mr. Thomas and Mr. Musgrove with the cemetery.

Councilmember Thomas announced the Historical Society has a presentation on Tuesday February 14 at 9:30am regarding the history of cemetery. It will be a kick off meeting for recruitment for the Friends of the Cemetery. He also congratulated North Kitsap High School's boys and girls basketball teams for claiming the Olympic League 2A titles. He commented on the recent loss of a NKHS student in a tragic homicide and asked everyone to keep their family in our prayers.

Councilmember Lord echoed Councilmember Thomas's comments regarding loss of a NKHS student. Her heart goes out to the family and the rest of the students. She thanked Councilmembers Musgrove and Thomas for their hard work on the cemetery presentation.

Mayor Erickson reported on the 2016 donations: \$7,024 and almost 5,100 hours of volunteer time.

Mayor Erickson announced the first Art Walk and the Winter Rendezvous February 10-11; Harrison Hospital public hearing on February 21 in the Poulsbo Council Chambers at 11am; and the February 15 Council meeting is cancelled due to the AWC conference in Olympia.

Councilmember Lord said Tom Nordly would like his application for Fish Park trails to be carried down to Olympia. Mayor Erickson said the big ask this year is for Morrow Manor. The second big ask is for Fishline, and then the trails for Fish Park.

Mayor Erickson shared the City e-newsletter and encouraged anyone interested to join the email distribution list by contacting the City Clerk. Mayor Erickson shared the bench program and proposed bench locations.

Mayor Erickson reported the Sons of Norway lutefisk meal had over 300 people who attended.

Councilmember Musgrove discussed the bench dedication program and how you can put whatever you want on there.

Councilmember Stern discussed the work of his colleagues on the cemetery project, and the beautiful entrance donated by Mr. Austin.

Councilmember Henry said he attended the celebration of life for Linda Lee Loveday.

Mayor Erickson also shared that HDPa donated a vast majority of the trees that were planted at the cemetery.

5. CONSENT AGENDA

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

The items listed are:

- a. Approval of January 11, 2017, Council Minutes
- b. Budget Amendment/BA#16-0410 Street Operations Fund 101
- c. ILA with Kitsap County for Provision of Juvenile Detention Facilities

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

6. BUSINESS AGENDA

a. Financial Status Reporting Package

Finance Director Booher presented the Financial Status Report for month ending December 31, 2016, which included the General Fund revenues, General Fund operating revenues, General Fund expenses, General Fund operating expenditures, revenue and expenditures all funds, financial management policy compliance, cashflow and investment inventory, capital project status report, legislative expenditure status report, and revenue status report.

In response to Councilmember Musgrove, Finance Director Booher said the increases is a summary level; however, they do have an exact line item detail that is tracked and audited, so they will know if the increase is based on a rate increase or activity increase.

Councilmember Lord thanked Finance Director Booher and her staff for the new reporting. It is just what she was looking for.

Councilmember Nystul noted the cash flow chart on Page 9, it should establish some comfort level of how the city is doing.

Mayor Erickson noted that all the projects that are listed is what is being done internally for the City. It has nothing to do with the private sector.

Councilmember Nystul asked the Council to provide any feedback to the reporting and let them know if something is missing.

In response to Councilmember McGinty, Mayor Erickson said the reporting isn't designed to show how far along we are in the budget, it measuring cash flows against projects. It is meant to judge whether we are under or over.

Councilmember Musgrove said the new reporting is a great format and easy to sort out. He wondered if it would be possible to link to different departments. Finance Director Booher said she could try to get that feedback quarterly.

b. Emergency Communications Services Agreement with Kitsap 911

Police Chief Schoonmaker presented the agenda summary, noting CENCOM was reorganized as a separate legal entity in 2016. As part of this reorganization, Emergency communication services are now provided to agencies in Kitsap County via the proposed attached Service Agreement. By way of this Agreement, Kitsap 911 will provide enhanced emergency 911 communication services, including radio communication and dispatch services for the City of Poulsbo and its Police Department. The total yearly fee for this service is \$88,014.

In response to Councilmember Nystul, Police Chief Schoonmaker said we are charged per use. It shows our units per use at 12,338 calls for service and they charge us per unit per call. The Mayor noted the cost per unit is \$6.88.

Motion: Move to approve the Service Agreement between Kitsap 911 and the City of Poulsbo for emergency communication services and authorize the Mayor to sign the agreement.

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

c. Memorandum of Understanding with the Washington Traffic Safety Commission for Drug Recognition Expert Reimbursements

Police Chief Schoonmaker presented the agenda summary, noting Memorandum of understanding between the Poulsbo Police Department and the Washington Traffic Safety Commission (WTSC). Purpose: WTSC to provide overtime reimbursement funding to Poulsbo Police Department for overtime spent to provide Drug Recognition Expert (DRE) services to neighboring agencies as outlined by the WTSC. Poulsbo PD agrees to provide DRE services as requested by WTSC. The department currently has a certified DRE officer who meets all the requirements for the program.

Motion: Move to approve the memorandum of understanding with between the Washington Traffic Safety Commission and the City of Poulsbo for Drug Recognition Expert reimbursements.

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

d. Pavement Preservation Demonstration Project Contract

Director of Engineering Kasiniak gave a PowerPoint presentation. Presentation highlights included:

- Street Maintenance Program
- First Step - Pavement Assessment conducted in 2016
- Second Step – Develop “Tool Box” – Acceptable Road Maintenance Method
 - Road Reconstruction – 600 per linear foot (Viking Ave, Lincoln Road)
 - Road Overlays - \$450,000 per mile
 - Chip Seals \$60,000 per mile - (Fog Seal, Single Chip Seal, Double Chip Seal, many others)
- Three Demonstration Projects total +/- \$150,000 and assess public acceptance
- Public Works Committee reviewed the contract and recommended approval

Motion: Move to approve the Pavement Preservation Demonstration Project Contract with Sealaska Environmental Services for \$52,272.40 and authorize the Mayor to sign the contract on behalf of the City.

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

7. COUNCIL COMMITTEE REPORTS

Cemetery Committee: Councilmember Thomas reported the cemetery project meeting is tomorrow here at 2:30pm in the 2nd floor conference room. They are focusing on getting a citizens group established.

Finance-Administration Committee: Councilmember Stern reported they reviewed the financial status reporting package and encouraged everyone to give feedback on reports to Finance Director Booher; they discussed changes to the Council Committee code and how to keep the CIP as an option in the code; they looked at training and education budget; they reviewed the reserve fund and revenue policies; and monthly sales tax is up 11 percent.

Public Safety/Legal Committee Meeting: Councilmember Thomas reported

Public Works Committee: Councilmember Lord reported they discussed the Pavement Preservation Demonstration Project; the status of the central interceptor line that we have running down 305 and connecting to Lemolo and going to the treatment center; contract with BHC for the storage project for the central interceptor overflow solution; new video camera that they used to view the interceptor piping, and found the integrity is really compromised (RH2 assessed the problem and advised we slip line it, this recommendation is under review by the Engineering Department); and they received the Engineering & Building work plan for 2017.

Economic Development/Tourism Committee: Councilmember Musgrove reported they received the Planning and Economic Development 2017 work plan and a fee schedule update. Councilmember Stern noted they attended the downtown revitalization meeting put on by an outside group.

8. DEPARTMENT HEAD COMMENTS

Director of Engineering Kasiniak said Anderson Parkway is progressing very well, the deep excavation should be done by the end of next week. He said Public Works Director Lund installed a temporary speed radar on 4th Avenue.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Thomas corrected his earlier statement that the Historical Society meeting begins at 9:00am.

Mayor Erickson said we are considering buying a service to stream these meetings live on the internet. We are also testing various security cameras throughout the building. She noted Edward Rose had a teleconference with the City today with Planning and Engineering staff. She reported the City Hall property documents are with Ecology right now.

Councilmember Stern expressed his condolences regarding Lance Kahn having died suddenly in a sporting accident.

11. ADJOURNMENT

Motion: Move to adjourn at 8:29pm,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk