

POULSBO CITY COUNCIL MEETING OF JUNE 7, 2017

MINUTES

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

Staff: City Clerk Fernandez, Director of Engineering Kasiniak, Planning Director Boughton, Parks & Recreation Director McCluskey, Chief Schoonmaker, Deputy Chief Pate, Public Works Superintendent Lund, Engineering Technician Roberts, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Approval of May 10, 2017, Council Meeting Minutes
- * * * Approval of May 17, 2017, Council Meeting Minutes
- * * * Budget Amendment/BA# 17-0214 Liberty Bay Pump Station Improvement Project
- * * * Budget Amendment/BA# 17-0215 Poulsbo Village Pump Station Improvement
- * * * Budget Amendment/BA# 17-0213 Solid Waste Utility Business Plan Contract
- * * * Budget Amendment/BA# 17-0212 Conference Room Soundproofing
- * * * Budget Amendment/BA# 17-0211 Property Proceeds Allocation
- * * * Payable Disbursements for April 2017
- * * * Coffee Oasis Letter of Intent Resolution
- * * * Night Work Request: Central Market Parking Lot Paving
- * * * Night Work Request: Wave Broadband Viking Avenue
- * * * Night Work Request: 18833 Front Street
- * * * Annual Lodging Tax Advisory Committee Appointments
- * * * Liberty Bay Waterfront Trail WSDOT 4(f) Documentation
- * * * Sole Source Resolution – Public Restroom Company
- * * * Police Vehicles Purchase & Sale Agreement
- * * * Public Hearing for Critical Areas Ordinance Update
- * * * Public Hearing for 6-Year TIP 2018-2023
- * * * On-Call Contract for Planning/Economic Professional Services
- * * * Anderson Parkway Phase 2 Budget Amendment

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 business item 6L has been removed from the agenda.

Motion: Move the approve the agenda with the one amendment

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

Motion carried.

3. **COMMENTS FROM CITIZENS**

Mrs. Hagwell spoke regarding business item 6i. She doesn't agree with 200' buffers and she will not donate her land. She feels a written agreement would be a solution.

4. **MAYOR'S REPORT AND COUNCIL COMMENTS**

Councilmember Musgrove said the school year is coming to a close, and reminded everyone to be extra careful and watch out for the kids.

Councilmember Stern encouraged the incoming junior and senior classes to take advantage of Olympic College's Running Start program next year.

Councilmember Stern reviewed the Kitsap Regional Coordinating Council (KRCC) retreat materials regarding population and job growth. Mayor Erickson said the numbers were incorrect in the presentations today. The City of Poulsbo is denser than was suggested, and the jobs numbers are speculative. Councilmember Nystul noted that Bremerton is missing in the discussions at KRCC, and they talked about having military bases considered as centers for employment. Councilmember Stern suggested having a Council workshop to go over this information, and he will continue reporting on this information at the Council meetings with Councilmember Nystul and Mayor Erickson.

Mayor Erickson announced that the NK Fishline has a ground-breaking event scheduled on Saturday, June 24, and PetsWalk is coming July 15 (her team is called City Dogs).

Councilmember Thomas attended the Kitsap Veteran Homelessness Symposium. The biggest take away is the focus seems to be in the south end of the county. He wants to get these services to the north end.

Councilmember Henry said Poulsbo has a good reputation of connecting as a team. He has learned we may be a small city, but it is not the size of the dog in the fight, it is the size of the fight in the dog.

5. **CONSENT AGENDA**


Motion: Move to approve Consent Agenda item a through h.

The items listed are:

- a. Approval of May 10, 2017, Council Minutes
- b. Approval of May 17, 2017, Council Minutes
- c. Budget Amendment/BA# 17-0214 Liberty Bay Pump Station Improvement Project
- d. Budget Amendment/BA# 17-0215 Poulsbo Village Pump Station Improvement Project
- e. Budget Amendment/BA# 17-0213 Solid Waste Utility Business Plan Contract
- f. Budget Amendment/BA# 17-0212, Conference Room Soundproofing
- g. Budget Amendment/BA# 17-0211, Property Proceeds Allocation
- h. Payable Disbursements for April 2017

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

6. BUSINESS AGENDA

a.  **Resolution No. 2017-06, Coffee Oasis Letter of Intent**

Mayor Erickson presented the agenda summary, noting for 20 years, Nelson House in Nelson Park housed a caretaker that performed basic maintenance on the park in lieu of rental payment. The caretaker is retiring. Coffee Oasis has successfully rented our Public Works Administration Building since 2012. Coffee Oasis has volunteered to become the caretaker of the park, and provide transition housing for vulnerable young women in Nelson Park. The Resolution of Intent will allow the Mayor to create a rental contract with Coffee Oasis to rent the Nelson House with care taking activities performed in lieu of rent.

Ms. Meredith Green said many young people have had their lives improved by their contact with Coffee Oasis. The Rotary Board was informed about this potential project. The board supports the concept of getting into the Nelson House. She has seen the house, and she is very pleased with the idea. This is right up Rotary's alley. She hopes the Council approves the proposed resolution. She said the small things make a difference in a youth's life. Young women will go through the Nelson house and receive the structure they need to get their lives in the right direction.

Mayor Erickson said case management will be involved.

Councilmember Lord said it is an excellent use of the property. She asked what the duration of their allowed stay would be. Mayor Erickson said that has not been defined. It would be probably less than a year, because it is transitional. Councilmember Lord

said she felt the agreements for the residents and the caretaker were very thorough and holds everyone accountable.

Councilmember Henry said in Bremerton there is a Coffee Oasis for men; this is one of the first one for women. He feels Coffee Oasis has morphed into something substantial.

Councilmember Stern recognized Councilmember Henry as an early adopter for Coffee Oasis five years ago. He noted the Nelson House was going to be torn down, but because of Rotary, the property was saved. A lot of effort went into restoring the house. He said Public Safety-Legal Committee has seen this proposal twice, and they learned that the City is properly covered from liability.

Motion: Move to approve Resolution No. 2017-06, a resolution of the City Council of the City of Poulsbo, Washington, regarding exchange of residential space to the Coffee Oasis (a 501(c)3 non-profit corporation) to create transitional housing for homeless youth.

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

Motion carried.

b.  Night Work Request: Central Market Parking Lot Paving

Engineering Technician Roberts presented the agenda summary, noting Central Market has hired Agate Asphalt to do patch and pavement repair in the parking lot. The City does not require permits for businesses to do maintenance to their parking lots; however, Agate Asphalt desires to do the work at night for about a week as to avoid impacting the customers beginning June 19, 2017.

Motion: Move to recommend approval of Agate Asphalt to conduct night work in accordance with PMC 15.32 to repair Central Market's parking lot.

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

Motion carried.

c.  Night Work Request: Wave Broadband Viking Avenue

Engineering Technician Roberts presented the agenda summary, noting Wave Broadband/Astound has a project to expand the fiber optic network from Viking Avenue up Finn Hill into Olhava. Where existing poles exist, they will attach the fiber to those poles and will bore in areas where poles do not exist. The project involves crossing Viking with an aerial overlash. Since this is a busy intersection and they will be using multiple lanes, the City feels this is best done at night. This is the only area of the project that will be permitted to be done at night, the rest of the work is to be done during the day, some with restricted working hours. The work will be conducted

with trucks so noise will be typical of a busy intersection. Residences are approximately 500ft from the work. Businesses will not be impacted. Public Works Committee has reviewed this project and recommended approval.

Motion: Recommend approval for Wave Broadband contractors to conduct night work in accordance with PMC 15.32 to minimize traffic impacts and disturbance to local businesses near Viking Ave intersection.

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

d.  **Night Work Request: 18833 Front Street**

Engineering Technician Roberts presented the agenda summary, noting the business at 18833 Front Street (Old Bank building) is getting two rooftop HVAC units replaced. The units are relatively large; a 5-ton and a 7.5-ton unit, and require a crane truck to lift them onto the roof. The existing overhead utilities in Anderson Parkway prevent the truck from staging in the parking lot and require the lift to occur from Front Street. The crane will need to extend the outrigger/stabilizer legs, which will temporarily block both lanes. The contractor will have flaggers and place appropriate barricades and detour signs. Essentially, cars will be routed through Anderson parkway. The contractor anticipates the entire process to take about one hour, including set up. Public Works Committee has reviewed this on May 24, 2017 and recommended approval.

Mr. Tom Sugden, property owner, asked if they can do the work early in the morning instead of late in the evening. They can coordinate with the delivery drivers for the other merchants. The work will only take one hour.

Engineering Technician Roberts said he had no concerns either way. The motion stays the same, this allows them to work between 7pm and 7am.

Councilmember Lord recommended that Mr. Sugden talk with Sluys and the Marina Market and coordinate. Councilmember Musgrove asked that he coordinate with everyone in the building as well. Mr. Sugden agreed that he would do that.

Motion: Recommend approval for Economy Heating contractors to conduct night work in accordance with PMC 15.32 to minimize traffic impacts in the downtown core.

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

e.  **Annual Lodging Tax Advisory Committee Appointments**

Parks & Recreation Director McCluskey presented the agenda summary, noting per Resolution 2013-07, the City Council shall appoint the five public members of the committee, and review the membership of the LTAC each June to make changes as appropriate. There are no recommended changes to the 2017-2018 committee membership. Two members from businesses required to collect the tax: Terri Douglas, Poulsbo Inn; Mary Fitz, Viking House. Two members from organizations involved in activities authorized to be funded by these taxes: Steve Swann, Port of Poulsbo; Greg Enright, Cultural Arts Foundation of the NW. One elected official who serves as the chair: Councilmember Gary Nystul.

Motion: Move to approve the five members of the Lodging Tax Advisory Committee for 2017-2018 as presented: Terri Douglas, Mary Fitz, Steve Swann, Greg Enright, and Mr. Gary Nystul.

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

Motion carried.

f.  **Liberty Bay Waterfront Trail WSDOT 4(f) Documentation**

Parks & Recreation Director McCluskey presented the agenda summary, noting as part of our NEPA process for the Liberty Bay Trail the Parks Department must document to WSDOT that the project won't significantly impact public open space/recreation uses in American Legion Park where a portion of the trail will be constructed.

The process requires two actions: 1) Parks & Recreation Director McCluskey must read a statement into the records, and 2) the Mayor will accept any public comment.

Parks & Recreation Director McCluskey read the following into the record:

"This project will have a de minimus effect on American Legion Park because there is an existing trail, there is no change in use, and the area of impact is an existing unimproved trail that will be improved to better provide access and recreational opportunities. Based on the above considerations, there is no feasible and prudent alternative to the use of land for American Legion Park and a proposed action includes all possible planning to minimize harm to the park resulting in such use."

Mayor Erickson asked for any public comment on this agenda item.

Ms. Molly Lee asked about the process and why there is no notice for public comment. Parks & Recreation Director McCluskey will research the process and get back to Ms. Lee tomorrow.

g.  **Resolution No. 2017-07, Sole Source Request for Public Restroom Company**

Parks & Recreation Director McCluskey presented the agenda summary, noting the restrooms at Muriel Iverson Williams Waterfront Park need to be replaced. The building is old and outdated, and is not ADA accessible. This is one of the City's most popular parks, and we need to address this situation to encourage economic development. The Council has approved funding for this project. Staff has been assessing two different vendors that provide restrooms in Washington parks. One product is a "kit" or stick built building, while Public Restroom Company (PRC) manufactures the pre-fabricated building that will be brought to Poulsbo and assembled on site. PRC builds in a controlled environment, manufactures its own parts, and uses a "spray it down" approach to maintenance. Public Works and Parks & Recreation favor this building, because of the ease of maintenance, is assembled in a warehouse, and they will not have to advertise for a contractor and manage a construction project from the ground up. The building takes about four months to build, so they are planning on an October installation. New benches and sidewalks will be completed prior to the building's arrival. Staff is requesting that the building be sole-sourced to Public Restroom Company.

In response to Councilmember Stern, Parks & Recreation Director McCluskey said they will use the same paint colors from the pavilion. They are also looking at metal shakes, that will mimic the pavilion.

Councilmember Lord said the Community Services Committee reviewed this proposed project numerous times, and they agree they want to get it as Nordic as possible. She encourages as much creativity as possible.

Councilmember Nystul said this company addresses vandalism and the odor in restrooms. Those are two great reason to go with this vendor. He asked if there could be a family room. Parks & Recreation Director said they looked at a family room; however, it is very expensive to add doors and compartments.

Motion: Move to approve Resolution No. 2017-07, a resolution of the City Council of the City of Poulsbo, Washington, approving an exemption to the competitive bidding requirements for the purchase of a pre-fabricated restroom facility from a sole source.

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

Motion carried.

h.  **Police Vehicle Purchase & Sale Agreement**

Deputy Chief Pate presented the agenda summary, noting the significant portion of the current police fleet is in need of replacement due to age, mileage, and wear and tear. The Police Department has looked at the State's LOCAL program for leasing the

cost of replacement vehicles. It is called a lease, but it is actually going out for long term debt issue, and at the end of the lease, the vehicles belong to the City. Proposed is the replacement of eight of the most unreliable patrol vehicles in the fleet, one of which is the K9 patrol vehicle. The ninth vehicle in need of replacement is a Detective's vehicle. The cost of replacement is \$430,453. The large portion of the costs of this replacement proposal was included in the current biennial budget.

Mayor Erickson said when times got tough, the City had a period of years where we stopped replacing police vehicles because of cash flow. We got way behind on the replacement cycles. We have liability issues that need to be addressed. She thanked Finance Director Booher, Chief Schoonmaker, Deputy Chief Pate, and Sergeant Leeming for coming up with a creative solution.

Finance Director Booher said what is being approved tonight is for them to order the nine vehicles. We have a reimbursement resolution that authorizes us to purchase the vehicles now and later they will go out to debt.

In response to Councilmember Nystul, Deputy Chief Pate said all the outfitting and graphics is included in the total price. Finance Director Booher said she will reconfirm the outfitters are on the state contract.

Councilmember Thomas said what has happened is a responsible budget policy, you do what you must do when you have a tightening of the belt, but we must act when we can to get caught up.

Motion: Move to approve the purchase and sale agreement and additional invoices for nine police vehicles in 2017 in the amount of \$430,453.05 to replace nine older police vehicles using the State's LOCAL program, and authorize the Mayor to sign the agreement on behalf of the City.

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

i.  **Public Hearing for Critical Areas Ordinance Update**

Planning Director Boughton gave a presentation on the Critical Areas Ordinance Update. Presentation highlights included:

- Summary of changes
 - New Best Available Science provided by resource agencies;
 - Recommendations by the City's consultant critical areas biologists;
 - Amending corrections or conflicts; and
 - Assist with ease of administration.

- What is being regulated? (Critical Areas – WAC 365-196-830)
 - Wetlands
 - Fish and Wildlife Habitat Conservation Areas
 - Geologically Hazardous Areas
 - Areas of Critical Recharging Effect on Aquifers
 - Frequently Flooded Areas
 - Must use BAS or state resource agency guidance.
- What's included in the CAO Update?
 - Wetland Section
 - Proposes most changes to the text. This is due to new information from both the federal and state resource agencies.
 - Fish and Wildlife Conservation Areas
 - Proposes changing the stream typing system consistent with WAC 222-16-030,
 - Modifying the categories of fish and wildlife habitat areas to be consistent with WAC 365-190-130 and WDFW's Priority Habitat and Species List.
 - Modifications to standards for trails.
 - Geologically Hazardous Areas
 - Limiting siting critical facilities on geologically hazardous areas.
 - Providing guidance for tree cutting on critical slopes.
 - Aquifer Recharge Areas
 - Revised definitions consistent with WAC 365-190-030.
 - Revisions based on DOE's Critical Aquifer Recharge Areas Guidance Document.
 - Use table revised based upon DOE's Guidance Document.
 - Maps
 - Updated with recent technical data
- What parts of the CAO are discretionary?
 - Administration – Section 100
 - Added additional language under applicability.
 - Added a couple of additional exemptions – all related to enhancement.
 - Clarifications/additions to definitions.
 - Special Reports – Section 700
 - Provide additional reports and details requirements for both wetlands and habitat management plans (fish and wildlife habitat conservation area).
 - This was due with identified gaps in our requirements found during site specific applications.
- Review Process

- April 2017 Draft Critical Areas Ordinance publicly released.
- Planning Commission held three workshops (4/11, 4/18 and 4/25/2017) to review the April 2017 Draft.
- On May 1, 2017, the May 2017 Draft CAO was released, incorporating modifications identified by the PC during their workshop review.
- Planning Commission held a public hearing on 5/16/2017. The PC recommends approval with modifications, and adopted findings of fact.
- The City Council held a workshop on the May 2017 Draft CAO and the PC recommendations on May 24, 2017.
- A public comment matrix was presented at this workshop.
- A Modification Document – identifying modifications after the PC Hearing was presented.
- The City Council is holding a public hearing on June 7, 2017. An updated public comment matrix and modification document are presented.
- Summary
 - Update to CAO required by GMA as part of the periodic update of comprehensive plan and development regulations.
 - CAO update primarily includes provisions related to resource agencies updates. Wetlands, and Fish and Wildlife Habitat Conservation Areas are sections proposed with most amendments.
 - Best Available Science is relied upon resource agency guidance, and Fishman Environmental Services report for SF Dogfish Creek buffers (which were established in 2007).
 - Section 100 – Administration and Section 700 Special Reports are City-discretionary sections and do propose some amendments.
 - The Draft CAO has been reviewed and recommended by the Planning Commission.

Mayor Erickson opened the public hearing at 8:15 PM.

Ms. Molly Lee read her statement into the record regarding the changes she would like to see:

“Chapter 16.20.235 G4, Page 43 paragraph should state:

‘Trails and related facilities shall generally be located outside required buffers. Where trails are permitted within buffers, they should be located in the outer 25 percent of the wetland buffer area as much as feasible, except where wetland crossings or viewing areas have been approved.’

“This language is consistent with the new language in item G5.

"Page 43 and Page 61, Chapters 16.20.235 and 16.20.320; items G1 and G2 are counter and not consistent with language in G4. Item G4 states that:

'Trails and related facilities shall generally be located outside required buffers.'

"For the language in item G1 and 2 to be cohesive and aligned with G4, G4 being the priority for trails and trail related facilities, item G1 should state:

'Trails and related facilities shall to the extent feasible be placed on existing road grades, utility corridors, or other such previously disturbed areas outside of the buffer.'

"Item G2 should state:

'Trails and related facilities that are outside of the buffer shall be planned to minimize removal of trees, shrubs, snags, and important wildlife habitat.'"

Mrs. Rita Hagwell said she was concerned about losing her land, and not receiving a response from her May 24 letter. She recapped her concerns regarding stimulus money, her neighbors and the shared road, who received money for 110-year-old trees, and people trying to enjoy Johnson Creek on her land. She doesn't want anyone on her land. She understands the importance of Johnson Creek and the salmon in the creek. She doesn't want invasive trails on her land. She said she will not offer 200' from Johnson Creek. She will declare it as an illegal taking. She is not going to be a victim of imminent domain or scheming by developers. She cares about the creek, she wanted something sent to her about what it would be for 200 feet and how it would affect her. She said the heroes are donating, she is assuming, but she cannot.

Councilmember Lord asked for Planning Director Boughton's assessment of Ms. Lee's input. Planning Director Boughton said she spoke with Ms. Lee earlier today on the phone prior to the hearing, so she hopes she has a good understanding of what her testimony is. She believes what she is asking for is the language regarding trails within wetland buffers be the same as the City Council decides, per amendments to the Fish and Wildlife habitat conservation area buffers. She said this is item 2 on the modification document. She can make the language the same if the Council makes the motion to do so. The Council was okay with that change.

Councilmember Stern asked if the State has an opinion on this. Planning Director Boughton said the State has provided their opinion, as well as the Suquamish Tribe. They were all aware that today is the public hearing and today public testimony will be closed.

Planning Director Boughton reviewed the Modification Document, Version 4, June 7 and the additional changes recommended by Ms. Lee, the Department of Ecology, and Councilmember Lord.

Ms. Rita Hagwell complimented the Planning Director for her explanations. She asked who owned the land, who gave 150 feet on every side? Did people volunteer to give that? Who is giving 200 feet? She asked why a few people should have to give more. She said private property is very important. She is not against 200 feet. She is against giving her land to anybody for anything. She feels people can want to use her land as a piggy bank.

Councilmember McGinty clarified that there isn't anything in the document that says they are taking any land. They are just talking about what is allowed in their own private property. The private property owner will continue to own their land. Planning Director Boughton agreed. These are the protection measures that must be applied when a development proposal is submitted to the City.

In response to Councilmember Henry regarding item G8, Planning Director Boughton said the items she put in there are the most common ways of gaining public access trails. She did not have a chance to talk to the City Attorney for additional legal mechanisms. She feels she has listed the methods that the City currently uses.

Ms. Molly Lee said legal mechanisms do include eminent domain. They are not illegal, they may be inappropriate and crude. She said even though this document is not referring to private properties and trails within the properties, her buffer on her property is not available for a public trail. Open space is considered economically devoid. It shouldn't be. The environment protection that the environment offers are worth far more than any man-made infrastructure that could be put in to take its place. Why they haven't allotted an economic value to the environment yet, she does not know. Those buffers are very valuable monetarily. The reason they put them in open space -- and it is an easy way to acquire by way of taking -- is because they don't have economic value.

Mayor Erickson closed the public hearing at 8:44 PM.

Councilmember Thomas said there was extensive and excellent work done on this by the Planning Department and Planning Commission. He appreciates the attention to detail that was put in it.

In response to Councilmember Stern, Planning Director Boughton said she does not anticipate any objections from the State in accepting the document if it was moved forward as it is presented tonight.

Councilmember Lord thanked and acknowledged Ms. Lee for her hard work. It is very important to have our citizens pay attention to what we are trying to do. Her work was useful to the City.

Mayor Erickson agreed with Ms. Lee, she doesn't understand why raw land is valued as the highest and best value as how many houses you can shove on it. She worries about her own property.

Councilmember Musgrove asked if there was any value to including a phrase "not to include imminent domain" into the phraseology? Mayor Erickson said that would bind the hands of a future council. Councilmember Stern said you cannot restrict a future council.

Motion: Move to approve the May 2017 Draft Critical Areas Ordinance Update as identified as Exhibit A to the City Council Public Hearing Staff Report, with modifications as identified as Version 4, dated June 7 of the Staff Report Draft Critical Areas Ordinance Modification Document, as well as providing one further modification as presented by Molly Lee's testimony at tonight's public hearing to be incorporated as we all discussed during the City Council deliberations, and prepare an adopting ordinance in support of this decision.

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

Motion carried.

j.  **Public Hearing for Resolution No. 2017-08, 6-Year Transportation Improvement Program 2018-2023**

Director of Engineering Kasiniak gave a presentation on the 6-Year TIP. Presentation highlights included:

- Overview
 - Required by RCW 35.77 and 47.26
 - Only Projects included in TIP are eligible to receive Federal and/or State Funding
 - Only change to TIP from previous year is updated funding estimates
- 2018-2023 TIP
 - Noll Road Improvements
 - Finn Hill Improvements
 - Liberty Bay Waterfront Trail
 - Finn Hill Improvements
 - 4th Avenue Sidewalks
 - Forest Rock Lane Reconstruction

- 3rd Avenue Improvements
- Mesford Avenue Improvements
- Local Neighborhood Road Maintenance
- City-wide pavement Restoration
- City-wide Non-Motorized Safety Improvements
- Transportation Demand Management
- Total Cost: \$42.72MM
- Process
 - TIP was presented to Public Works Committee 4/12/2017
 - Public Works Committee recommended to approve the 2018 TIP as presented.

Councilmember Stern thanked staff for posting an article in the newsletter regarding the Neighborhood Streets program and the different methodologies for repair and maintenance.

In response to Councilmember Musgrove, Director of Engineering Kasiniak said the projects are the same as last year, but the costs and dates are updated. They didn't receive any comments from the public or other agencies.

Mayor Erickson opened the public hearing at 8:53PM.

Ms. Molly Lee said she read at the post office that the public comment was not being accepted on May 5. She was not able to review the projects on the 6-year TIP, but there is a project in the 20-year TIP, that may be on the 6-year TIP. It is for an intersection on the east portion of Finn Hill Road between Viking Avenue and Hwy. 3 that would service the proposed new road end. This intersection is intersected on the north by a small development of about 20 houses and on the south by a church. This intersection is for serving prospective growth in a now unincorporated part of the city where there is a full capacity development off a fully developed community lane and the south where there is currently little growth and there is no need for this intersection. The spending of funds for this intersection is completely unwarranted and a waste of tax payer money. It is also a way for the City to lure or draw developers to areas by getting the tax payers money from federal and other funds to pave the developer's way for free, instead of requiring the developers to pay for their own development and amenities. Also, Finn Hill Road between Viking Avenue and Hwy 3 is not physically capable of trapping traffic midway. She is against this intersection.

Mayor Erickson closed the public hearing at 8:55PM.

Councilmember McGinty said the project discussed in the public hearing is not in the six-year plan, so they can look at that intersection later.

Motion: Move to adopt Resolution 2017-08, a resolution of the City Council of the City of Poulsbo, Washington, adopting a six-year transportation improvement program for the years 2018-2023 and directing the same to be filed with the State Secretary of Transportation and the Transportation Improvement Board.

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

Motion carried.

k.  **On-Call Contract for Planning/Economic Professional Services**

Planning Director Boughton presented the agenda summary, noting the Planning and Economic Development Department is seeking to enter into an on-call professional service agreement to assist departmental staff with urban design, development/architectural design standard code updates, and building and landscape architecture design assistance. The firm selected for the contract is Communita Design and subcontractor Berk Associates. It is anticipated the firm would assist the department staff with site-specific projects to assist in review of proposed architectural and landscape design, as well as assist with urban, architecture and landscape design and development standard code update. Funding for the consultant will be through the department's professional services and will be on a specific task-order process. Seven qualified consultant firms were identified from the MRSC consultant roster and were sent an RFP for these services. Three firms responded and were interviewed by the Planning and Economic Development team members. Selection was based upon highest scored firm.

Councilmember Lord said we have so much on our plate of what is coming down the road for redevelopment of downtown Poulsbo. We are going to start looking at what will keep Poulsbo Poulsbo and define what that means. Viking Avenue will also break loose pretty soon. This will allow Poulsbo to grow gracefully. The committee recommended approval.

In response to Councilmember Thomas, Planning Director Boughton said she doesn't anticipate a consulting firm to take over the job of the planners. This was initiated because she sees that we have some growth pressures in the next couple years. It is possible after that hump that we'll get our standards updated, and that we may not need to use the firm as often as she anticipates using them in the next two years.

Councilmember Musgrove said you would need 15 employees to have all the specialty knowledge to get the upcoming job done. By contracting, they can collect that into one point for us, and that leaves our existing employees free to do the heavy lifting and bring that in, instead of trying to hire out for either specialized knowledge or to find that golden child that is going to have all that knowledge. This seems to be the most effective way to pull in the necessary information, data, and services in the most efficient manner.

Planning Director Boughton said working with the staff she has, this is the way we'll do business. Larger jurisdictions will have urban designers and architects on their staff. We do not have that staff. We are not going to hire staff for this, but there is work that a contractor can help us with.

Councilmember Musgrove said a lot of cities are putting money and focus on economic development, because it is literally striving for the return on investment. You get a lot back for the dollars that you put in. He referenced Saint Augustine, FL, and the resources they have put forward towards economic development. They are one of the highest growth and highest satisfaction cities in America. We don't have the resources to do that, but we can give those who are trying to do it whatever they need to do it, and this is the best we can do right now.

Mayor Erickson said over time as the City grows, we will bring more of those levels of expertise in house. We already have a hot shot stormwater expert now. As we get bigger, we will bring those folks in house.

Councilmember Lord said we can get economic market analysis whenever we need it on certain ideas, and it something we cannot easily do ourselves.

Motion: Move to authorize the Mayor to sign an on-call contract with Communita Design and subcontract with Berk Associates, to provide on-call urban design, architectural and economic/market analysis services to the City.

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

l.  **Viking Avenue PRV Budget Amendment** - *Agenda Item Removed*

m.  **Anderson Parkway Phase 2 Budget Amendment**

Director of Engineering Kasiniak gave a presentation on the Anderson Parkway Phase 2 Budget Amendment. Presentation highlights included:

- Project Elements
 - Port Element – Seawall
 - Stormwater – Modular Wetland, Pervious Asphalt
 - Water Main and Water Services
 - Sanitary Sewer – MSC Force Main
 - Night Work – Low Ties
 - Weather – Project Three Week Longer than Anticipated
- Project Cost

- Water Element within approved budget
- Sewer Element within approved budget
- Storm Element needs \$18,000 Budget Amendment
- Contract Storm - \$220,000
- 10% Contingency - \$22,000
- Actual Cost - \$224,500, \$4,500 (Bid Items Overruns)
- 8 Change Orders - \$25,500
 - a) Unsuitable Foundations, \$13,500
 - b) Geogrid, \$ 2,500
 - c) Concrete Wall Removal, \$1,500
- Project Engineering & Administration Overruns, \$10,000
- Total: \$40,000 - \$22,000=\$18,000 shortfall
- Recommended Action
 - The staff recommends a budget amendment of \$18,000 from storm reserves to provide for the shortage.

Councilmember Lord said the Public Works Committee recommended approval.

Councilmember Thomas said that the wall that was uncovered was something they were not aware was there. This is another argument to encourage use of the GIS system as we do our projects and become aware of things.

Councilmember Musgrove added even with the overruns, it was still cheaper than it was supposed to be.

Motion: Move to approve a future budget amendment in the amount of \$18,000.00 from storm reserves to provide for the budget shortage.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Stern reported the June 21 committee meeting will be cancelled due to the AWC Conference. The committee received the sales tax report, reviewed the SmartGov permitting report (and suggested improvements); recommended approval of a pilot program to start allowing customers the ability to donate small utility refunds; discussion was held on off-year budget presentations - the committee recommended having departments come to FAC to hear if they are on track and if they have special monetary needs, and if there is anything substantially different, they would come before council; and the Mayor is applying for mental health grants and an enterprise zone status.

Economic Development Committee: Councilmember Lord reported they discussed housing options for WWU and OC students and received an update on the Edward Rose master plan.

Public Works Committee: Councilmember Lord reported they received a pavement demonstration update (public outreach is the key to this); and the interceptor lining project cost update (\$1.2MM to do full stretch, it was supposed to be half that amount – doing risk analysis where greatest risk exists).

8. DEPARTMENT HEAD COMMENTS

Public Works Superintendent Lund reported the chip seal project is out to bid; they had a crack seal machine demonstration; and demonstrated garbage trucks.

Director of Engineering Kasiniak reported they started construction activities on the two pump stations.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Musgrove reminded the public to be extra careful when driving because school will be out soon, and kids will be out.

Councilmember Lord said she attended the Kitsap Transit open house. She raised issues with Executive Director Clauson, such as what happened to the wrapped #44 bus (no one was notified about the bus being pulled), the need for double decker busses, the need for express service to Bainbridge, all day passes for the #44 route, and a direct connection between Poulsbo OC and Bremerton OC. She said others who attended requested adequate shelters at transfer stations because of the long wait times in between transfers. Mayor Erickson expressed her frustrations with the communication from the agency. Councilmember Stern encouraged the Council to attend a Transit Board Meeting and express their concerns.

Councilmember Henry said the Tribe is inviting the full council to attend a meeting regarding the narcotics problem they are experiencing.

11. ADJOURNMENT

Motion: Move to adjourn at 9:47PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk