

POULSBO CITY COUNCIL MEETING OF AUGUST 2, 2017

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, City Engineer Lenius, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * KRCC Jurisdictional Letter of Commitment
- * * * Mountain Aire Division 2 Final Plat
- * * * Quarterly Finance Report
- * * * Ordinance No. 2017-14, Debt Issue with LOCAL Program
- * * * AWC Annual Conference Briefing

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 said Business Item 6C is being pulled from the agenda. She noted Item 12 in the agenda will be held in the 3rd floor conference room, and the meeting will adjourn from there.

Motion: Move the approve the agenda as amended.

Action: Approve, **Moved by** Stern, **Seconded by** McGinty.
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 August 4 is the Coast Guard birthday.

Councilmember Thomas said air quality is not what it normally would be. The national weather service shows satellite aerial photos of the smoke and how it is routing down here from Canada.

Councilmember Musgrove said National Night Out was last night and was a great event. He shared several handouts: pet disaster kit checklist, earthquake preparedness, and business owner resiliency. He thanked all the volunteers who participated last night.

Councilmember Musgrove announced the Friends of the Library will be doing a walkthrough of the cemetery tomorrow at 10:30 am. If you have any interest in the history of the cemetery, it is pretty cool stuff. This committee is up and running to benefit and improve the cemetery.

Councilmember Lord asked that the emergency management for businesses handout be shared with HDPA and the Chamber of Commerce. She announced the Mayor opened up City Hall as a cooling station.

Councilmember Henry said he is proud of the changes to the cemetery.

Mayor Erickson said Chief Seattle Days is August 18-20 in Suquamish and it is free. She announced Kitty Hall will be at City Hall next Tuesday on August 8, 11am-2pm. The Kitsap Humane Society will have cats available for adoption at that time.

Mayor Erickson reported they will be starting the sewer line from Languanet going into Ridgewood tomorrow. It is going to last a couple of days. She said the Crystal View subdivision construction started last week. It is on the other side of Meredith Heights. She also noted she put in mental health grant again. This year the City is asking for \$496K, it will employ 4.86 FTEs, and the City will match in kind services up to \$50K.

5. CONSENT AGENDA

None.

6. BUSINESS AGENDA

a. KRCC Jurisdictional Letter of Commitment

Mayor Erickson presented the agenda summary, noting Kitsap Regional Coordinating Council (KRCC) is requesting a Jurisdictional Recommitment Letter from each of its participating members. Attached is the draft letter for Council's consideration.

Motion: Move to authorize the Mayor to sign the Kitsap Regional Coordinating Council Letter of Recommitment for 2018.

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

b. Mountain Air Division 2 Final Plat

At 7:17pm, Councilmember Thomas recused himself because he has recently initiated a customer business relationship with the developer of this agreement.

City Engineer Lenius presented the agenda summary, noting the infrastructure for the plat of Mountain Aire PRD Division 2 has been completed to the satisfaction of the Engineering, Planning, and Public Works Departments. There is an access easement that crosses the Mountain Aire property and runs east-west. Quadrant is very close to getting the easement extinguished, but it is not completed yet. The Engineering Department will not record the final plat drawing until the easement extinguishment document is recorded. Mountain Aire Division 2 proposed for final plat conforms to all the terms of preliminary plat approval as addressed in the staff report. Given that the Mountain Aire PUD Division 2 satisfies the terms of preliminary approval and conforms with Chapter 17.12 of the Poulsbo Municipal Code, she recommends that City Council approves Mountain Aire PRD Division 2 final plat.

Councilmember Lord said she is impressed by the caliber of development. It is a beautiful place.

Motion: Move to approve the final plat of Mountain Aire PRD Division 2.

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

Councilmember McGinty asked if they need to put the condition that the easement be vacated in the motion. City Engineer Lenius said it isn't needed in the motion based on the work they have done so far. They will have the City Attorney review it before they record the plat.

Motion carried.

Councilmember Thomas returned to the meeting at 7:22pm.

c. Quarterly Finance Status Report

Finance Director Booher reviewed the 2nd Quarter 2017 Financial Status Report, outlining revenues, expenditures, financial policy compliance, cash and investment balance and capital project status year-to-date through June 30, 2017.

Mayor Erickson said regarding the two house demo projects, she thinks the environmental remediation work will be done the second week of August. She

believes they will be done by the first week of September. Finance Director Booher said Public Works will be demolishing the houses themselves for a cost savings.

Councilmember Musgrove said a couple of weeks ago they approved the first tiny phase of the West Poulsbo Waterfront Park project, when does that show up in the report? Finance Director Booher said this report covers activities through June, so that project would show some progress on the September report.

Mayor Erickson said the Local Neighborhood Maintenance project should start next week. They just did the bid on that.

Councilmember Stern asked a question from the Finance Committee to the Council, if this something the Council wants to see in a quarterly business agenda in an oral presentation, or just receive the paper report. Councilmember Lord said the report is very helpful. The Council would like to continue receiving this presentation on a quarterly basis.

d. Ordinance No. 2017-14, Debt Issue with LOCAL Program

Finance Director Booher presented the agenda summary, reviewing the draft ordinance to authorize the purchase of personal property and execution of a finance contract in the amount of \$460,000 with the Office of State Treasurer for the purpose of purchasing eight new police vehicles and one new vehicle for the City's Building Department - Building Inspector.

Motion: Move to adopt Ordinance 2017-14, authorizing the acquisition of personal property and execution of a finance contract and related documentation relating the acquisition of said personal property.

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

Motion carried.

e. Interlocal Agreement with Clallam County for Police Car Outfitting

Agenda item pulled.

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Stern reported the committee discussed the change of use within our codes related to our self-storage in the C-3 zone.

The question was if the Council was interested in looking at a change of use in our code's use table regarding self-storage. There would be a process and a public hearing if the Council wanted to consider making a change. Councilmember Lord said it would be worth looking at the code to make sure they are informed. In response to Councilmember McGinty, Mayor Erickson said there is a lot of interest to put self-storage along Hwy 305. The idea is to shift it up to Olhava, instead of Hwy 305. Councilmember Thomas said it is worth a review. The Council agreed to move forward with the process to review the code.

Councilmember Stern said the committee also reviewed the consolidated financial report, reviewed council travel/training budget and reallocated funds to make sure they all had opportunities through year end, and also recommend for next year to shift miscellaneous funds to Council travel to ensure further training opportunities. They heard the Clerk's (recommend another FTE and an electronic content management system), Legislative, and Finance mid-biennium budget reviews. They reviewed the real estate excise tax report and sales tax report.

Public Safety/Legal Committee Meeting: Councilmember McGinty reported they reviewed the dog ordinance and signage at parks regarding pets; new distracted driving legislation; Law Enforcement Management Assessment Program (LEMAP) report (behind on training; put together a training program); and impact mitigation fees from Suquamish Tribe.

Public Works Committee: Councilmember Musgrove reported they discussed new employees for water and garbage employees (3 FTEs); looking at council goals review next month; and they discussed 10th Avenue Parking test project.

8. DEPARTMENT HEAD COMMENTS

None.

9. BOARD/COMMISSION REPORTS

Councilmember Henry asked everyone to attend Chief Seattle Days.

10. CONTINUED COMMENTS FROM CITIZENS

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

11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Stern said City Vision from Olympia is coming soon, and the City of Poulsbo is the cover story for the most successful, longest relationship with a sovereign nation.

Mayor Erickson said she is appointed to the Body Camera Task Force for the state. She is going down in September and October for meetings.

At 8:08pm, the meeting moved to the third floor conference room.

12. AWC ANNUAL CONVENTION BRIEFING

The Council gave reports on the different sessions they attended at the Association of Washington Cities Annual Conference: Vancouver Main Street Tour (attracting tech companies, pre-lease program); Building Relations with Tribal Neighbors; Strategic Planning Course; Walking Tour of Vancouver Waterfront; Future Smart Technologies – What Cities Need to Know; Innovative Community Engagement Techniques; Why Can't We Get Just Get Along – Executive/Legislative Roles & Responsibilities; Ask MRSC (Stern will have Executive Director call Mayor for feedback); Safety in Public Facilities (active shooter response plans); Youth and Young Adult Homelessness in Washington State; GIS Building Smarter Communities; Professional City Management; Legal & Financial Do's and Don'ts; Hiring and Firing, what a Mayor and Council need to know; Municipal Borrowing; Confrontational Politics and Polarization; Leading Optimistically; Pipeline Safety; Digital Inclusion; and the Pasco Shooting.

Many sessions were regarding problems, but not offering any solutions to the problems. The courses also needed better descriptions. The content of the conference is going down. They could use the stories from City Voice to share successes across the state.

Councilmember Stern will get a thumb drive of the session handouts for sharing.

The Council would like to have more of these debriefings after trainings and conferences, and the Mayor would like the appropriate staff to attend so they can hear these reports. Handouts would be helpful at the debriefing. This could also be done at the department/staff level to share what they learn at trainings.

The Mayor will also give more debriefings during Mayor's Report on the regional work she is doing.

There was interested to invite some of the speakers to the City of Poulsbo to speak ("Confrontational Politics and Polarization", WSU Vancouver Speaker, and "Leading Optimistically"). They could be invited to attend the AWC Regional Meeting that will be hosted in Poulsbo this fall.

13. ADJOURNMENT

Motion: Move to adjourn at 9:20PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk