

## POULSBO CITY COUNCIL MEETING OF OCTOBER 4, 2017

### 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, Planning Director Boughton, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, Human Resources Manager Kingery, IT Manager Stenstrom/IT Senior Technician Williamson.

**ABSENT:** Councilmember Nystul

### MAJOR BUSINESS ITEMS

- \* \* \* Swearing In Ceremony for Officer Casey Wunsch
- \* \* \* Approval of September 6, 2017, Council Minutes
- \* \* \* Approval of September 20, 2017, Council Minutes
- \* \* \* Special Event Permit: Chebanaroo
- \* \* \* Caldart Avenue to Forest Rock Hills Park Trail Connection

#### 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 to approve the agenda as presented.

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

Motion carried.

#### 3. COMMENTS FROM CITIZENS

Jeff Bauman spoke on behalf of the Friends of the Poulsbo Cemetery. He passed on his thanks for improvements that have taken place. He recapped the cemetery improvement projects that happened over the summer and said the effort is on-going by a group of citizens. They want to continue improvement projects. They have a meeting on November 6 at 1:00 pm at City Hall and the public is encouraged to attend.

**Motion:** Move for a special extension for the speaker's time as required.

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

Motion carried.

Mr. Bauman read the draft vision statement for the Friends of the Library.

Councilmember Stern said Mr. Bauman was the City's Public Works Director, and served on the City Council. His wife was an extraordinary volunteer. He is proud of his work, and proud he is a member of the community, and thanked him for working on this project.

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

Councilmember Lord congratulated the North Kitsap High School and all the elementary schools in the district. They have successfully kicked off another school year and the homecoming festivities were last Wednesday.

Councilmember Thomas said he attended the celebration event for the upgrade of Liberty Bay on September 29 at Nelson Park. He also attended a Lodging Tax Advisory Committee meeting as an observer.

Councilmember McGinty reported on the ride along he had last week with the police department.

Councilmember Stern shared his temporarily-installed artwork on the Brown Bear statue along Highway 305. Mayor Erickson did clarify this is not a public statue, and it belongs to Brown Bear Car Wash, and they are thankful they let Councilmember Stern decorate the statue.

Councilmember Musgrove said Halloween is coming up and there will be a trick or treating event downtown. He reported Home Depot donated \$8,000 to the Nelson House. Mayor Erickson said that was a grant that she put together with Michele Doyle and Kathy Foresee to get funding to renovate the Nelson House for Coffee Oasis. They were awarded \$8,000 in cash and the Home Depot donated the labor to install the new flooring. She extended her thanks to Home Depot. Councilmember Musgrove said it was only one of the many kind acts that makes Poulsbo Poulsbo. He said the people here really make the difference.

Councilmember Stern said the Poulsbo Rotary Club has knocked itself out by doing the painting and repair to the Nelson House. He also commended the Bainbridge Island Rotary for allowing the Poulsbo Rotary to choose any furniture for free before their major auction. Mayor Erickson added on thanks to Ray and Diane Donahue from Peninsula Paint for donating all the interior paint that was used for the Nelson House renovation.

Councilmember Henry, thanked Councilmember Stern for the AWC meeting on Monday. He has been attending the meetings since 2001, and it was one of the best ones he has attended.

**a. Swearing In Ceremony – Officer Casey Wunsch**

Chief Schoonmaker introduced Officer Wunsch and his family. Mayor Erickson performed the swearing in ceremony for Officer Wunsch.

Mayor Erickson thanked Councilmember Thomas for joining her at the shellfish event on September 29. She said 760 acres have been reclassified as clean enough to do shellfish harvesting in Liberty Bay. This is a huge accomplishment by many agencies working jointly in order to accomplish a huge achievement.

Mayor Erickson announced Daffodil Day is coming again on November 4th at 9am at the City Hall parking garage. Bring a trowel and gloves.

**5. CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through b.

The items listed are:

- a.** Approval of September 6, 2017, Council Minutes
- b.** Approval of September 20, 2017, Council Minutes

Councilmember Lord complimented City Clerk Fernandez for doing an excellent job with complex minutes.

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

**6. BUSINESS AGENDA**

**a. Special Event Permit: Chebanaroo**

Parks & Recreation Director McCluskey presented the agenda summary, noting the event is being organized by Shawna and Dave Lambert of Slippery Pig Brewery, the location will be at the 18801 Front St. and Young St. on Saturday, November 18, 2017, 12noon-12am. They expect 100 people to attend and are requesting to close off Young Street to vehicles and use it for this event. It is a fundraiser for NK Fishline.

In response to Councilmember McGinty, Parks & Recreation Director McCluskey said the application was sent to the HDP Board; however, the City received no comments.

Councilmember Lord said Community Services Committee recommended approval of this event. She doesn't have a problem closing Young Street, it doesn't close access to the parkway.

**Motion:** Move to approve the special event application for Chebonaroo on November 18, 2017, as presented.

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

**b. Caldart Avenue to Forest Rock Hills Park Trail Connection**

Parks & Recreation Director McCluskey presented the agenda summary, noting a group of volunteers from the Poulsbo Church of Latter Day Saints recently completed 600 feet of trail from the north end of Caldart into Forest Rock Hills Park. Funds will cover gravel and trucking, trail fabric and equipment rentals. The Community Services Committee recommends using park reserves to cover the expenses.

Mayor Erickson thanked Mr. Tom Nordley for leading the volunteer group efforts and for coming back the next day to fix a few minor issues with his wife. She said it is a great trail, and it links the neighborhoods of Caldart Heights, Talon Glen and Snowberry Bungalows to the Forest Rock Hills Park. She said tonight staff wanted to present what had happened, and that a budget amendment for \$3,200 from Park Reserves will be coming forward for equipment, tool rental, gravel, and fabric expenses.

Councilmember Lord said this was presented to Community Services Committee and they recommend approval of the budget amendment.

Councilmember Musgrove said it appears there is an expenditure required and the work has already been done and expended, but there was nothing in the budget for it. He asked how an expenditure can occur when it is not a budgeted item. Mayor Erickson said Parks & Recreation has a good portion of reserves for these kinds of unexpected situations. Councilmember Musgrove said he wanted to make a point (it had nothing to do with this project) that it appears this is not an approved item; however, it is in the budget but under a pool of funding that can be used for this purpose. He said for clarification, this isn't spending money without budget approval, in fact it is in the budget, it is just not allocated to this project.

Parks & Recreation Director McCluskey gave an update on the Bench Sponsor Program and the Waterfront Park and Bathroom Project.

## 7. COUNCIL COMMITTEE REPORTS

Lodging Tax Advisory Committee: Councilmember Thomas reported he attended the meeting and listened to all the application presentations. He gave a recap on who is on the committee, the function of the committee, and who applied for funding.

Public Safety/Legal Committee: Councilmember McGinty reported on his ride along with the police department and the day he spent at Municipal Court observing their proceedings.

Finance-Administration Committee: Councilmember Stern reported they discussed the salary survey for non-union, management employees. The exempt salary schedule was expanded from the 18 slots to be more like the federal government, where all the ranges and steps have a relationship to each other. Councilmember Thomas added this idea was created by Councilmember Nystul and the committee expanded on it. The grid creates a logical progression of pay for the 18 non-bargaining positions. The scales are in three percent increments. The proposed changes will be presented at a future council meeting as part of the budget process. The proposed changes will cost approximately \$22,000. Mayor Erickson added how the City determined what the market rate is, by using comparable cities that have approximately the same type of population, assessed value of properties, and retail sales tax income. There are spot checks on the private sector for some positions.

**Motion:** Move to accept the 2017 management salary schedule as presented.

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

Motion carried.

Councilmember Stern reported the committee also discussed the process for Councilmembers to request information from staff: 1) approach mayor/staff with request, 2) email mayor and copy appropriate staff; and, if needed, 3) send reminder email to Mayor/staff and CC the entire Council.

Councilmember Stern asked if the Council would like printed copies of committee minutes in their box. The Council agreed to have the Clerk put a link to the minutes on the email that is sent out with the council meeting agenda notice as a reminder.

Councilmember Stern reported the City Clerk has some public records updates coming forward at the November 1, 2017, Council meeting.

Councilmember Musgrove asked for the Public Records Request index be printed for the Council periodically. Councilmember Musgrove would like a prospective tour with the Mayor to get a quick drive around town and get the Mayor's thoughts and concerns. He would also like to do this with the Police Chief.

#### **8. DEPARTMENT HEAD COMMENTS**

City Clerk Fernandez clarified with Councilmember Musgrove how often he would like to receive a hard copy of the Public Records index, as the index is currently on the website and updated every two weeks. Councilmember Musgrove said if it is online, a hard copy is not necessary.

City Clerk Fernandez asked for the Council's input on Council committee meetings and the possibility of having alternates attend the meetings when there is a scheduled absence. The Council asked to have additional time to consider this topic, and to have it brought back up at a future meeting.

#### **9. BOARD/COMMISSION REPORTS**

Councilmember Stern announced the Lodging Tax Advisory Committee meeting is tomorrow morning 9:00 am; reported he has been asked to serve on a special committee for Kitsap Transit to review the fast ferry service; and invited the Council to attend the Kitsap Regional Coordinating Council Legislative Reception scheduled for November 9 at the McCormick Woods Golf Course.

#### **10. CONTINUED COMMENTS FROM CITIZENS**

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

#### **11. MAYOR & COUNCILMEMBER COMMENTS**

Mayor Erickson said the Kitsap Transit Special Committee is comprised of Councilmember Stern, Mayor Lent, and Commissioner Gelder. She said the committee has a huge task ahead of them, and the most important thing is to make sure people stay safe. She is looking forward to the committee's recommendations.

Councilmember Stern asked that the Public Safety/Legal Committee be notified the next time the Police Department has an all-hands staff meeting. He would like the opportunity to meet all the police department staff. Mayor Erickson said she will pass the request onto Chief Schoonmaker, but that would be the Chief's call. Councilmember Musgrove recommended attending events that the police department attends. If there is a list of events where staff will be present, it would be a good opportunity for Councilmembers to attend those events to meet them. Mayor Erickson also noted that

Chief Schoonmaker is looking to reestablish the police advisory board in the beginning of the new year.

**12. ADJOURNMENT**

**Motion:** Move to adjourn at 8:32PM,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk