

POULSBO CITY COUNCIL MEETING OF December 20, 2017

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, City Engineer Lenius, Public Works Superintendent Lund, Planning Associate Coleman, IT Manager Stenstrom.

ABSENT: Councilmember Thomas

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for November 2017
- * * * Boards and Commissions Reappointments
- * * * Ordinance No. 2017-22, Land Division Ordinance Update Adoption
- * * * Noll Road Corridor Project Consultant Supplemental Agreement
- * * * Ordinance No. 2017-23, Sewer Rate Increase
- * * * Ordinance No. 2017-24, Solid Waste Rate Changes

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 there is an amended ordinance for Business Item 6E.

Motion: Move to approve the agenda as amended.

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

Motion carried.

3. COMMENTS FROM CITIZENS

Bill Austin said he missed Councilmember Henry. He thanked everyone for their well wishes. He thanked those who helped with putting up the lights; the Judge and Police Department for believing in Santa; and the Public Works Department for the wonderful job at the park.

Kenneth Wesley spoke regarding the challenges pedestrians face with automobiles and the timing of intersections for pedestrian crossings. He said drivers do not stop, and he thinks we need better lighting and better signals for motorists.

Jim Groh spoke regarding rules of the road, and said he didn't have a solution, but something needs to be done regarding drivers speeding and not paying attention to citizens.

Mary Groh spoke regarding a near miss she has had at the Torval Canyon & Front Street intersection.

Ann Walker noted drivers go too fast and are distracted with their phones. She doesn't know what the solution is, but it is dangerous and scary out there.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord said the Council hears everyone's concerns regarding pedestrian safety. Her heart goes out to the family of the lost citizen; it is a problem. They will do their best to come up with solutions with all the resources they can come up with.

Councilmember Stern said it is sad to hear these stories of transportation tragedies. He passed on best wishes to Jack Archer and his family.

Councilmember McGinty said it is nice to see Bill Austin recovering from his injury.

Mayor Erickson spoke regarding the recent tragedies. The City will look at this carefully and see what the it can do. She said people have to be safe and wear bright clothes, and drivers need to look carefully, slow down, and pay attention. She said it is the responsibility of the drivers to keep the pedestrians safe. Drivers must slow down. The City will look at everything carefully and she will keep the families in her prayers.

a. Volunteer Recognition – Bill Lockard

Mayor Erickson presented an award for service to Mr. Bill Lockard for 30 years of volunteer service to the City of Poulsbo on the Planning Commission, Parks & Recreation Commission, and the Poulsbo Tree Board.

b. Presentation of the Key to the City – Caroline Atkins

Mayor Erickson presented the Key to the City to Miss Caroline Atkins for her volunteer service as Miss Poulsbo 2017.

5. CONSENT AGENDA

Motion: Move to approve Consent Agenda item a.

The items listed are:

- a. Payable Disbursements for November 2017

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

6. BUSINESS AGENDA

a. Board and Commissions Reappointments

City Clerk Fernandez presented the agenda summary, noting the Mayor has reappointed the following board and commission members and is seeking Council concurrence: Parks and Recreation Commission, Edie Lau - term expiration 12/31/2020 and Stephen Calhoun - term expiration 12/31/2020; Planning Commission, Gerald Block - term expiration 12/31/2023; Tree Board: Jim Leary - term expiration 12/31/2019, leaving one vacant position remains open on the Tree Board.

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

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

b. Ordinance No. 2017-22, Land Division Ordinance Update

Planning Associate Coleman presented the agenda summary, noting the October 2017 Draft Land Division Ordinance was publicly released on October 2, 2017. The Planning Commission (PC), in its role as the City's primary land use advisory committee, reviewed the draft ordinance. The PC identified several modifications to the draft. On October 27, 2017, the November 2017 Planning Commission Modified Draft Land Division Ordinance was issued, that incorporated the changes identified by the PC. The Planning Commission held a public hearing on November 7, 2017. On November 15, 2017 the City Council held a workshop on the November 2017 Planning Commission Modified Draft Land Division Ordinance, where additional modifications were identified. The Council held a public hearing on December 6, 2017, and at the conclusion of the hearing, voted to approve the November 2017 City Council Modified Land Division Ordinance with modifications. The attached ordinance adopts these actions.

Motion: Move to approve an ordinance of the City of Poulsbo, Washington, amending and replacing Title 17 of the City of Poulsbo Municipal Code in order to

adopt the 2017 Title 18 Land Division Ordinance Update; reformatting the organization of the ordinance; clarifying the minimum and maximum density requirements for boundary line adjustments; defining what may constitute a tract and requirements of identifying and managing tracts; providing new final review requirements; establishing an expiration and ability to extend expiration for short subdivisions and binding site plans; establishing new provisions for modifications prior to recording; creating a new land divisions standards section; setting forth the City as the responsible party for recording; and providing for severability and establishing an effective date.

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

Councilmember McGinty clarified this will be Ordinance No. 2017-22 for the record. Motion carried.

c. **Noll Road Corridor Project Consultant Supplemental Agreement**

Mayor Erickson recused herself at 7:51pm, because this agenda item involves Noll Road. Deputy Mayor McGinty continued the meeting.

City Engineer Lenius provided an update to the Noll Road Corridor project and presented the consultant supplemental agreement to add the next phase of consulting work with Parametrix for the continuation of the Noll Road project. Presentation highlights included:

- Scope of work
 - South Segment Design Integration - \$48K
 - Stormwater report south segment, LID Evaluation
 - Integrate stormwater, wetland mitigation, and roadway blvd design
 - Environmental Reports/Permits - \$62K
 - Wetland Mitigation Plan
 - Jarpa, Biological Evaluation, and HPA, Nationwide Corps Permit
 - Geotechnical investigation – \$30K
 - Additional Survey to support Right of Way Negotiations – \$19K
 - Management, Design,QA/QC and Agency coordination - \$21K
- Parametrix – Consultant Supplement
 - Parametrix Contract
 - Previous Contract Amount, \$929,837
 - Supplemental Agreement for Design and Permitting, \$179,712
 - Total PMX Contract Amount, \$1,109,549

- Design = \$646K +\$179K = \$825K
- ROW = \$284K
- Budget Amendment not required
 - City Design Budget - \$1.3M
 - City ROW Budget - \$1.6M
- Current Consultant Contract - \$1,109,549

Councilmember McGinty said this was reviewed in Public Works Committee, it is the next step in the overall contract, so it is nothing new or unexpected.

Motion: Move to approve Supplemental Agreement No. 5 with Parametrix, Inc. in the amount of \$179,712.00 and authorize the Deputy Mayor to sign the agreement on behalf of the City.

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

Motion carried.

At 7:59pm, Mayor Erickson returned to the meeting, and continued the meeting.

d. Ordinance No. 2017-23, Sewer Rate Increase

Public Works Superintendent Lund presented the agenda summary, noting on December 13, 2017, a public hearing was held regarding sewer rate increases. As adopted on 12/21/2016 in the 2016 Sanitary Sewer Comprehensive Plan, sewer rates will increase by 2% - in addition to the annual CPI-U adjustment. The City Council directed Engineering to prepare an ordinance to reflect the rate changes.

A fix was done on the numerical values in the ordinance. The dollar values are correct, but the word values do not match.

Motion: Move to approve Ordinance No. 2017-23, an ordinance of the City of Pousbo, Washington relating to the municipal water, wastewater, and stormwater utilities; amending various subsections of Section 3.12.100 entitled "Utilities-Schedule of Assessments, Rates, Fees and Charges for Certain Utilities", providing for severability, and establishing an effective date.

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

Motion carried.

e. Ordinance No. 2017-24, Solid Waste Rate Changes

Director of Engineering Kasiniak presented the agenda summary, noting on December 13, 2017 a public hearing was held regarding Solid Waste rate changes. A presentation was given outlining the history and proposed changes to the Solid Waste rates. The City Council voted to approve these changes and directed staff to prepare an ordinance to reflect these changes.

Councilmember Nystul asked if we were going to 24-gallon containers. Public Works Superintendent Lund said we are going to 20-gallon containers. The only difference between a 20- and 24-gallon container is the lid. They are staying with the 20-gallon containers.

Motion: Move to approve Ordinance No. 2017-24, an ordinance of the City of Poulsbo, Washington, related to solid waste collection and disposal, amending Section 3.12.090 of the Poulsbo Municipal Code to update solid waste collection and disposal rates; providing for severability and establishing an effective date of February 1, 2018.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Stern reported the committee discussed the legal notification process and if it is possible to just notice by referencing our website in the newspaper; council appointment process (recommended not limiting the number of applicants that will be interviewed, applications will be distributed to the Council on January 17, the Mayor will chair the special meeting), the need for council liaison responsibilities to be defined in the Council Rules and Procedures; the City of Bainbridge, the Port of Poulsbo, and the School District are seeking joint meetings; the Mayor is planning a retreat with Department Heads and then with the Council.

Public Safety/Legal Committee Meeting: Councilmember Stern reported they discussed a proposed ordinance for a ban on puppy mills. It is aimed at regulating at the retail sales point. Councilmember Lord asked that it is clarified how this would be tracked. What would trigger having an illegitimate sale of the source of these animals. How would we know? She asked if there was a disclaimer to the purchaser. Councilmember McGinty said it is his understanding upon inspection, the store would have to provide proof of the origin of the animal they are selling. Councilmember Musgrove said his biggest concern was not knowing what the framework was moving forward. He learned there is no definition of puppy mills, and no action toward puppy mills. It is a limitation on the retail ability of pets unless they are from shelters. It is a unique approach. There could be other ways to include other cruelty things in there, which is his concern.

Councilmember Stern continued his report, noting Deputy Chief Brown was introduced to the committee; the new police fleet has arrived; they discussed the recent traffic pedestrian accidents; and Court Administrator Baker is retiring, Amy Knutson has been promoted, and Denise Walker has been hired.

8. DEPARTMENT HEAD COMMENTS

Public Works Superintendent Lund said the Waterfront Park is just about done. The bathrooms were opened last weekend.

Finance Director Booher, City Engineer Lenius, and City Clerk Fernandez wished the Mayor, Council, and citizens happy holidays.

9. BOARD/COMMISSION REPORTS

Councilmember Stern shared he has been on the ad-hoc committee of Kitsap Transit for the fast ferry, and it has been an uphill struggle, but they are making progress.

10. CONTINUED COMMENTS FROM CITIZENS

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

11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Nystul wished everyone Merry Christmas.

Councilmember Lord said this has been a year of celebrations and tragedies both publicly and personally. She is in love with our city. It gets highlighted time after time by our citizens that care so much, and we depend on that. It is a joy to represent the citizens. She misses Councilmember Henry, it is a personal loss to have him not at the table. She thinks of his can-do, positive attitude often, and she takes her cue from him. She is proud of the community, Council, Mayor, and staff; we have accomplished a lot this year. Merry Christmas.

Councilmember Musgrove asked everyone to reflect upon the last year, and enjoy the holiday season, and try to include somebody else. Be kind to others, be safe, and enjoy this time.

Mayor Erickson said she signed the papers for Marine Science Center. She reported there will be a special breakfast at Rotary for the Nelson House on Friday. Merry Christmas.

Councilmember Stern's wish for the new year is for our drivers in Kitsap County to slow down and look up.

Councilmember McGinty commended the Mayor on her staff who have done an outstanding job. He wished everyone a happy holiday.

12. ADJOURNMENT

Motion: Move to adjourn at 8:35 PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk