

## POULSBO CITY COUNCIL MEETING OF FEBRUARY 21, 2018

### MINUTES

**PRESENT:** Mayor Erickson; Councilmembers Garland, Lord, Musgrove, Nystul, Stern, Thomas.

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Kasiniak, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, Prosecuting Attorney/Risk Manager Foster, Police Chief Schoonmaker, Human Resources Manager Kingery, Phil Struck, IT Manager Stenstrom.

**ABSENT:** Councilmember McGinty

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for January 2018
- \* \* \* Budget Amendment/BA# 18-0101 Fill Hill Improvements
- \* \* \* Budget Amendment/BA# 18-0102 Liberty Bay Bioretention
- \* \* \* Bainbridge Disposal Rate Change
- \* \* \* South Fork Dogfish Creek Grant
- \* \* \* Safety Enhancements Plan 2018
- \* \* \* Executive Session for Personnel Matters
- \* \* \* Executive Session for Real Estate Matters

#### 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** Stern, **Seconded by** Thomas.

Motion carried.

#### 3. COMMENTS FROM CITIZENS

Shannon Turner, Student Body President for Olympic College, introduced himself and asked the Council to feel free to reach out and contact them with anything they can do.

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

Councilmember Stern shared the proposed house budget that has funds allocated for a Western Washington feasibility study for an expansion of Western Washington in Poulsbo. He also shared a letter regarding Morrow Manor completing its fundraising goal of \$2.1MM to build the project. He invited Ardis Morrow to speak regarding the news and shared the history of the project and her happiness with Poulsbo successfully raising that large amount of money.

Councilmember Thomas shared the buy a brick project which will raise funds for the building of an honor plaza for veterans at the American Legion Park. This project is being done by the American Legion Post 245 of Poulsbo. Bricks can be purchased at <https://www.bricksrus.com/order/americanlegionpark/>.

Mayor Erickson recognized Terry Burns, Chad Solve, Jim and Joann Schlachter, Anne Pyle, Cindy Garfein, Marlene Mitchell, and many more who have been on the Domestic Violence Task Force for the Poulsbo Rotary and their achievement of Marrow Manor. She noted she joined this task force in 2008, so this has been a long time coming. She noted it wouldn't have happened without Rand Hilliard and the donation of land, the YWCA, and our state legislators support with funding the state capital budget. She couldn't be happier that they got to the end.

Mayor Erickson noted there were a lot of power outages during the weekend. The state legislator's town hall meeting was here on Saturday with 200 people in attendance. She gave a huge thanks to PSE for responding to power outages, for the cold weather shelter activations, and Poulsbo Public Works crew responding to the inclement weather.

Councilmember Musgrove asked everyone to take a moment and reflect the difference they can make in their neighborhood. He suggested randomly picking a neighbor and seeing how you can help them. This creates a sense of community and is what makes Poulsbo Poulsbo.

Councilmember Lord reflected on the national tragedy in Parkland, Florida. She read a letter from School Superintendent Dr. Laurynn Evans regarding the tragedy and the steps that NKSD takes to prepare for a variety of scenarios. Councilmember Lord also noted there are a lot of resources for the public on the NKSD website. Chief Schoonmaker said Parkland has been in their thoughts all week. The Poulsbo Police Department has a fantastic relationship with school district and they have a school resource officer on site. He has met numerous times with Michael Olson to talk about safety and the Police Department's response. The department is ready to respond if something occurs.

Councilmember Nystul said the school district's levies passed, which is good news. Their approach on how to use the money is a good systematic approach.

## 5. CONSENT AGENDA

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

The items listed are:

- a. Payable Disbursements for January 2018
- b. Budget Amendment/BA# 18-0101 Finn Hill Improvements
- c. Budget Amendment/BA# 18-0102 Liberty Bay Bioretention

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

## 6. BUSINESS AGENDA

### a. Bainbridge Disposal Rate Change

Public Works Superintendent Lund presented the proposed changes to the Bainbridge Disposal Recycling Contract, noting the proposed increase for residential rates is an increase of \$3.93, and \$2.11 for multifamily.

He noted the current rate was established in 1992 and was based on the small three bin system, the only increases have been CPI; the new rate is set by the utility trade commission; the rate is for one 64-gallon tote; additional totes may be utilized, but the customer will be billed separately by Bainbridge Disposal directly (currently there are 88 customers that have multiple totes); and the contract will be for three years instead of five years (with two one-year mutual extensions).

Councilmember Stern asked how the proposed costs related to our internal solid waste, what is the relationship cost-wise, tipping-wise? Public Works Superintendent Lund said this will add an additional \$3.93 to our rates. They will end up having to do a rate change public hearing before adoption.

In response to Councilmember Musgrove, Public Works Superintendent Lund said the recycling rates have been increasing each year by CPI since 2007. Moving forward they will be able to provide cost increases above and beyond the CPI adjustment.

**Motion:** Move to proceed in negotiations with Bainbridge Disposal for the City recycling contract.

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

Motion carried.

**b. South Fork Dogfish Creek Grant**

Phil Struck presented the agenda summary, noting the City has been awarded a \$100,000 grant from the Department of Ecology for restoration of a short segment of South Fork Dogfish Creek on the recently acquired City property downstream of 8th Avenue. The grant will be awarded in late January/February 2018 period with design and permits in 2018, and construction summer 2019. The City match requirement for the grant is \$25,000 with funding from the stormwater utility. Presentation highlights included:

- Funding
  - \$100K grant from WDOE to restore 100 ft of SFDC downstream of 8<sup>th</sup> Avenue
  - \$25K match from Storm Utility fund
- South Fork Dogfish Creek Restoration Grant
  - First of several phases of restoration work
  - 8<sup>th</sup> avenue culvert replacement like 2020-2021.
- Schedule
  - Grant agreement late February 2018
  - Design and permits, March 2019
  - Construction summer 2019

Councilmember Musgrove asked when the grant was applied for. Phil Struck said the grant came through from the Puget Sound Partnership. The City submitted a number of project proposals. There was a presentation process six months ago. Our project was selected as the project to receive the \$100,000 that was available.

Councilmember Thomas said we are fortunate to get this grant. He gave kudos to those involved in the successful grant process. He said this project is a smaller area of the creek that he was hoping we would have immediate action on, but the project is a good start.

Councilmember Musgrove asked if this would impact our stormwater inflow and infiltration or anything else off-hand that we could think of. Phil Struck said this project will be downstream of 8<sup>th</sup> Avenue. When we get to the culvert portion of the project, there could be impacts to some other utilities when they put in the larger culvert. This project will help us get a better understanding of what those adjustments are.

Councilmember Lord asked if this puts us in a more favorable position once this part is completed for getting more grants. Phil Struck said this does give better standing when projects are done in segments, and a segment is complete.

Mayor Erickson gave kudos to Anja and Phil for their work on this grant.

**Motion:** Move to accept the grant with a budget amendment to follow and authorize the Mayor to sign the grant agreement on behalf of the City with the Department of Ecology.

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

Motion carried.

**c. Safety Enhancements Plan 2018**

Phil Struck presented the safety enhancement plan. Presentation highlights included:

- Overview
  - Safety plan needed to meet grant funding requirement
  - Plan will reflect city's commitment to Vision Zero
  - Goal: Identify locations and projects to help reduce accident risks
- Project approach
  - Plan developed in two phases:
    - Phase 1: safety plan to support infrastructure grant
    - Phase 2 expanded plan that addresses broader safety issues
  - Phase 1 plan complete March 2018
  - Phase 2 plan complete late summer/fall 2018
  - Advisory Committee formed to provide feedback
- Plan elements
  - Data Evaluation
    - All accident data 2012-2017
    - Serious injury accident data 2005-2017
    - Review speed study data past ~ 10 years
  - Identify key factors (risks) that are common to accidents
  - Evaluate locations for potential engineering improvements
  - Prioritize projects by type and location
  - Consider future conditions, education and enforcement issues (Phase 2)
- Project Team and Advisory Committee
  - Project Team: Engineering, Public Works, Police, Planning
  - Advisory Committee: Kate Collins-Nunes, Planning Commission; Rick Eckert, NKSD; Chris and Brook Hammet, Poulsbo Running; Dianne Iverson, West Sound Cycling; Sandy Kolbeins, HDPA; Jeff McGinty, City Council; Molly Merrick, Citizen; Jim Schlachter, Citizen/Rotary

- Next Steps
  - Advisory Committee Meeting #1 next week
  - Draft Phase 1 Plan mid-March
  - Grant application April
  - Phase 2 Plan fall 2018

In response to Councilmember Thomas, Phil Struck said they need to discuss how to receive public input when they are in Phase 2. Mayor Erickson said we can use our website, and we will publish all minutes of the meetings. The first phase is very quick. We have to get the document done to go for the grant. The second phase should have public participation, open houses, and web-based participation.

Councilmember Musgrove asked if there was already an idea of what kind of grant and grant amount the City would apply for, and if so, when would the Council be briefed. Phil Struck said the grant is due mid-April, and they plan on presenting the grant application to the Council for approval prior to submittal. Mayor Erickson added the next step is to develop a plan in order to apply for a grant.

Councilmember Stern asked if staff had an opinion on the vision zero formatting. Phil Struck said he has seen general information that in Europe they have seen 30% reduction, but the causal links between the actions and the reductions are difficult to tease out. They are already talking about the issue of distracted drivers and education as critical components of street and pedestrian safety. It doesn't fall in the scope of the engineering world, but it falls within the safety plan. They are taking an integrated comprehensive approach towards the plan. Director of Engineering Kasiniak said the suggestions from the safety officer were very important. Focusing on outreach and education to the public (both drivers and pedestrians) is important for them to know about everything they can do to avoid possible conflicts.

## **7. COUNCIL COMMITTEE REPORTS**

*Finance-Administration Committee:* Councilmember Stern reported the committee reviewed the code for council committees and deputy/alternate deputy mayor process and how to tighten it up and make it more predictable. The committee is suggesting at the end of both processes having an actual vote for approval. This will come before the council for ordinance adoption at a future meeting. The Council also received the carry over beginning balance, the difference is \$914K. After new program requests and baseline adjustments, the net increase is \$483K. Those numbers are estimates; a full presentation will be given in March. Councilmember Musgrove noted that he has been reading a lot of great examples of council rules and procedures on MRSC.

Public Safety/Legal Committee Meeting: Councilmember Garland reported they had an overview of departments. Councilmember Nystul added the Police Department is asking for a budget amendment to purchase standardized software to test for the sergeant position. Other local agencies use the software. The cost is \$7,500 and would come from salary savings from the vacant position.

Councilmember Lord reported Jeff Bauman will be giving a quarterly cemetery report next week at Public Works. Councilmember Thomas would like to attend.

## **8. DEPARTMENT HEAD COMMENTS**

Public Works Superintendent Lund gave an update on the telemetry project (they are currently installing the RTUs to all stations and hope to have it finished by June 2018) and the water meter program (40% complete).

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

Councilmember Thomas reported the North Kitsap School District Board meeting is tomorrow and he will be attending.

Mayor Erickson said the SR-305 Committee met and all projects are moving along nicely.

Councilmember Musgrove reported the bridge repairs are underway.

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

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

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

Councilmember Lord thanked Chief Schoonmaker again for explaining our relationship with the school district. She said she is so happy with Poulsbo, we are a true family as evidenced by Ardis and her project and the American Legion with its project.

## **12. EXECUTIVE SESSION**

**Motion:** Move to adjourn into executive session and adjourn out of executive session.

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

Motion carried unanimously.

At 8:00pm, Mayor Erickson recessed the meeting into a five-minute executive session to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). No action was taken.

At 8:05pm, Mayor Erickson recessed the meeting into a fifteen-minute executive session to discuss the purchase of real estate pursuant to RCW 42.30.110(1)(b). No action taken.

### **13. ADJOURNMENT**

The meeting adjourned at 8:20pm.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk