

POULSBO CITY COUNCIL MEETING OF AUGUST 1, 2018

MINUTES

PRESENT: Deputy Mayor McGinty. Councilmembers Lord, Musgrove, Nystul, Stern.

Staff: Deputy City Clerk Diehl, Finance Director Booher, Director of Engineering Kasiniak, Human Resources Director Kingery, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, IT Senior Technician Williamson.

ABSENT: Mayor Erickson. Councilmembers Garland and Thomas.

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for June 2018
- * * * Approval of July 14, 2018 City Council Retreat Minutes
- * * * Approval of July 11, 2018 City Council Minutes
- * * * Ordinance No. 2018-__, Amending PMC 3.12.100 Utilities – Schedule of Assessments, Rates, Fee and Charges for Certain Utilities
- * * * Municipal Court Judge Position – FTE Discussion
- * * * Special Event: Let's Move 5k Fun Run
- * * * Special Event: Bill Richards Memorial Regatta
- * * * Acceptance of ALEA Grant through the RCO Grant Agreement for Poulsbo's Fish Park
- * * * Ordinance No. 2018-__, Granting Puget Sound Energy Franchise Agreement
- * * * Engineering On-Call Consultant Contracts
- * * * Ordinance No. 2018-__, Changing CPI-U References

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Deputy Mayor McGinty called the meeting to order in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

2. **AGENDA APPROVAL**

Motion: Move the approve the agenda as written.

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

Motion passed unanimously.

3. **COMMENTS FROM CITIZENS**

Deputy Mayor McGinty asked for citizen comments; no comments were received.

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

Councilmember Lord reported this Saturday (8/4) is the Touch A Truck event in the Poulsbo Village and this would be the 30th year anniversary of this event.

Councilmember Nystul reported the North Kitsap School District has hired a firm to evaluate all their buildings to create a plan to allocate the bond proceeds over the next few years. He noted NKSD has 940,000 square feet of buildings with a replacement cost of \$331 million. Nystul attended the State Highway 305 Committee meeting in which they have created phases and conceptual drawings for some of the roundabouts to be added to Highway 305. He also pointed out they have created a TSL (type, size, and location) for the Agate Pass Bridge with an estimated replacement cost of \$48 to \$60 million for the bridge itself and an estimated total cost with all the infrastructure of \$127 million. Nystul noted Western Washington University has hired the consulting group of MGT to evaluate the expansion of the college campus to Poulsbo. Nystul noted the City has received seven applications for lodging tax dollars.

Councilmember Musgrove reported this Tuesday (8/7) is National Law Enforcement Night Out which will be followed by Summer Nights at the Bay in the Poulsbo Waterfront Park.

Councilmember Stern reported he spoke with Western Washington University about the possibility of bringing their Urban Planning Internship Program to Poulsbo. He noted next Wednesday (8/8) at 3pm at City Hall there will be a feasibility study meeting on expansion of WWU to Poulsbo and he is excited to see their views on the shared housing program.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda items a thru d.

The items listed are:

- a. Payable Disbursements for June 2018
- b. Approval of July 14, 2018 City Council Retreat Minutes
- c. Approval of July 11, 2018 City Council Minutes
- d. Ordinance No. 2018-17, Amending PMC 3.12.100 Utilities – Schedule of Assessments, Rates, Fee and Charges for Certain Utilities

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

Motion passed unanimously.

6. BUSINESS AGENDA

a. **Municipal Court Judge Position – FTE Discussion**

Human Resources Director Kingery stated the Judge's position is a .39 full-time equivalent (FTE) or 68 hours per month which is non-retirement eligible. The Department of Retirement states the employer determines whether the position is eligible, and the position requires at least 70 hours of compensated employment in a month for at least 5 months during a 12-month period. The Judge proposed a .52 FTE or 90 hours per month based on workload criteria as set forth by the Administrative Office of the Courts. This increase makes the position retirement eligible.

The Finance Committee recommended increasing the .39 FTE to a .52 FTE for the retirement benefit only at the July 18th meeting. No salary increase is proposed.

Motion: Move to approve the FTE increase from .39 to .52 for the Municipal Court Judge's position effective July 1, 2018.

Motion Amended: to change the effective date to January 1, 2018.

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

Motion passed unanimously.

b. **Special Event: Let's Move 5k Fun Run**

Parks and Recreation Director McCluskey noted: this event was set for 9/5 from 9:30am to 1pm; event is sponsored by the Poulsbo Seventh Day Adventist Church; runners will use city sidewalks for the 5k run with all other activities being held at the church; no police services are requested.

Motion: Move to approve the Special Events Application for the Let's Move 5k Fun Run as presented.

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

Motion passed unanimously.

c. **Special Event: Bill Richards Memorial Regatta**

Parks and Recreation Director McCluskey noted: this event will take place on 8/18 from 6am to 12pm; the event will be hosted by the Kitsap Rowing Association; it will take place at Oyster Plant Park this year; there will be no parking on site at the park; a potluck lunch will be held at the park after the regatta; there will be approximately 50-75 participants.

Motion: Move to approve the Special Event Application for the Bill Richards Memorial Regatta as presented.

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

Motion passed unanimously.

d.  **Acceptance of ALEA Grant through the RCO Grant Agreement for Poulsbo's Fish Park**

Parks and Recreation Director McCluskey stated: they are receiving two grants for Fish Park; the city has been awarded a \$460,000 grant from the WA State Recreation and Conservation Office for improvements to the park; the city will provide a match of funds in the amount of \$475,000 which includes donated land value, volunteers, and some cash; this grant was included in the 2017-18 biennial budget, so no budget amendment will be needed; the scope of work will include the pedestrian link from the park to Bond Road, a pedestrian trail to the Lord Property, 1.5 miles of gravel trails, two viewing platforms, five interpretive signs, a climbing structure, benches, picnic tables, parking lot renovation, restoration of shorelines nearshore and wetland areas; a grant from the Department of Commerce has also been awarded to go towards this project; planning work has begun and the project should be complete in 2020-21.

Councilmember Stern commended the Suquamish Tribe for their work on Dogfish Creek. Councilmember Musgrove questioned if any new points of access to Fish Park would be created, in which McCluskey noted there will only be two, one being the Main parking lot on Lindvig and the second is the smaller lot on Bond Road.

Motion: Move to accept the \$460,000 WA State Recreation and Conservation Office grant and authorize the Mayor to sign the grant agreement on behalf of the City of Poulsbo.

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

Motion passed unanimously.

e.  **Ordinance No. 2018-18, Granting Puget Sound Energy Franchise Agreement**

Finance Director Booher stated: this was the second presentation of the franchise Agreement with Puget Sound Energy; it will be a two-year extension to allow time for negotiation of a long-term franchise agreement; the ordinance was not reviewed by any of the committees.

Motion: Move to approve Ordinance No. 2018-18, granting Puget Sound Energy the right and privilege to use and occupy the streets, avenues, lanes alleys, highways and other public places of the City for the purpose of supplying, distributing and selling

energy for power to the inhabitants of the City. An ordinance granting a short-term franchise to expire July 31, 2020.

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

Motion passed unanimously.

f.  **Engineering On-Call Consultant Contracts**

Director of Engineering Kasiniak stated: every 2-3 years the Engineering Department selects On-call Consultants for engineering projects; there are eight engineering areas which proposals are accepted for; with the submittal of numerous application, the process has been divided into two phases; Phase I covers Surveying, Geotechnical, Road Engineering, and Rate Studies/Business Analysis; Phase II covers Stormwater, Environmental Services, Utilities, and Architectural Services; the review panel included Andrzej Kasiniak, Connie Lord, Mike Lund, Charlie Roberts.

Director of Engineering Kasiniak noted all consultants were rated on: Familiarity of local plans, Policies, Challenges, etc.; Ability to respond quickly; Past performance; Previous municipal work; Knowledge/Experience of staff.

Phase I category results were as follows:

Surveying

The seven firms that submitted proposals included: Adam Goldsworthy, Bush Roed & Hitchings, KPG Consultants, Saez Consulting, Parametrix, Stantec, and Gray & Osborn. Engineering Department is recommending: Parametrix for their experience with the City & staff and past performance; Gray & Osborn for their experience with City and past performance on other City projects; KPG Consultants for their proximity to the City, experience, and having a surveyor on staff.

Geotechnical & Testing Services

The six firms that submitted proposals included: Aspect, Gardner Bay Consulting, Karzan, Landau, Robinson Noble, Stantec. Engineering Department is recommending: Aspect for their experience with City & staff, past performance, and proximity to the City; Krazan for their experience with City & staff, past performance, and proximity to the City; Gardner Bay Consultants was recommended as a Specialty Consultant in the category for soil contamination, clean-up for redevelopment, and demolition & abatement.

Road Engineering

The eleven firms that submitted proposals included: Exeltech Consulting Inc, Gardner Bay Consulting, Gray & Osborn, KPG Consultants, MacKay Sposito, Parametrix, Perteet, Saez Consulting, Soundwest Engineering, Stantec, Struck Environmental Services. Engineering Department is recommending: Parametrix for their experience with City & staff and past performance; Perteet for their experience with municipal

projects and experienced staff; Soundwest Engineering was recommended as a Specialty Consultant in the category for inspection services, paving process, and road maintenance; Struck Environmental Services was recommended as a Specialty Consultant in the category for environmental documentation/permitting for road projects, constructability, value engineering, transportation policies, grant applications, and project development/implementation.

Rate Studies & Business Analysis

The two firms that submitted proposals included: Gardner Bay Consulting and Stantec. Engineering Department is recommending: Gardner Bay Consulting for their experience with the City; and Stantec.

Director of Engineering Kasiniak noted the Public Works Committee concurred with the Selection Committee's recommendations.

Motion: Move to approve awarding contracts to the Engineering Department's recommended consultants for On-Call Consulting Services in Surveying, Geotechnical/Testing, Road Engineering and Rate Studies/Business Analysis. Move to approve the Mayor to sign the contracts on behalf of the City.

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

g. Ordinance No. 2018-19, Changing CPI-U References

Public Works Superintendent Lund stated the previous Seattle/Tacoma/Bremerton CPI is no longer valid and is recommending changing to Seattle/Tacoma/Bellevue. This ordinance was recommended for approval by the Public Works Committee on July 25th.

Finance Director Booher noted Municipal Research and Service Center recommended using the US cities average. She stated when this was discussed at the Finance/Administration Committee Meeting, the Mayor and the Director of Engineering felt the US Cities Average was not feasible with our area and suggested using Seattle/Tacoma/Bellevue. Deputy Mayor McGinty questioned if we could just leave it open and not identify one or the other. Booher suggested choosing one direct reference for the source document. Councilmember Lord suggested setting a review with the Biennial Budget on which index to use. Booher noted three years is a good time period to get an accurate measure. Director of Engineering Kasiniak noted the CPI does not apply to projects and construction costs.

Motion: Move to adopt Ordinance No. 2018-19, an ordinance for the City of Poulsbo, Washington, relating to the Municipal Water, Wastewater and Stormwater Utilities and Garbage Collection and Disposal, amending Poulsbo Municipal Code

8.76 and Chapter 13.70 entitled "Assessments, Rates, Fees and Charges" in order to change Consumer Price Index-References to Seattle-Tacoma-Bellevue.

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

Motion passed unanimously.

7.  **COUNCIL COMMITTEE REPORTS**

Public Works Committee: Councilmember Musgrove noted they discussed: looking into a visit to the Bremerton Watershed Dam; status report for the Waterfront Trail; Noll Road Project progress is down to 4 parcel left on the purchase of Right of Ways; Civil Engineer Dean Zavak will be leaving; Finn Hill Road Right of Way Acquisitions will be done by the county; Harrison Force Main Project started on Monday 7/30; Latecomer Agreements Extension to 20 years; ADA Parking Discussion included possibly moving spaces in Anderson Parkway; WSDOT SR 3 shutdown and detour onto Thompson at night for paving for a few days.

Finance/Administration Committee Meeting: Councilmember Stern noted they discussed: 8/15 will kick off the start of the Biennial Budget meetings; Investment Policy document was completed at the end of 2017 and the FAC met with Chandler Associates who represent the City and are recommending approval of the Investment Policy; Monthly Sales Tax and Real Estate Excise Tax are above average; Annual Financial Statement was looked at and the City has approximately \$30 million in the General Fund and the Enterprise Fund and approximately \$120 million worth of assets.

8.  **DEPARTMENT HEAD COMMENTS**

Public Works Superintendent Lund noted there will be a closure of a small section of Eliason Street for a few weeks while the Fjord Force Main Project is being completed.

9.  **BOARD/COMMISSION REPORTS**

None.

10.  **CONTINUED COMMENTS FROM CITIZENS**

Deputy Mayor McGinty asked for citizen comments; no comments were received.

11.  **MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Lord mentioned the Waterfront Dance will take place on 8/25 in Waterfront Park.

Councilmember Nystul congratulated Deputy Mayor McGinty on running an effective meeting.

12.  **ADJOURNMENT**

Motion: Move to adjourn at 8:27PM.

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

Motion passed unanimously.

Jeff McGinty, Deputy Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk

Respectfully prepared and submitted by Kati Diehl