

POULSBO CITY COUNCIL MEETING OF SEPTEMBER 5, 2018

MINUTES

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

Staff: City Clerk Fernandez, Director of Engineering Kasiniak, Parks & Recreation Director McCluskey, Police Chief Schoonmaker, Court Administrator Knutsen, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Minutes of July 18, 2018, Council Meeting
- * * * Minutes of August 1, 2018, Council Meeting
- * * * Minutes of August 8, 2018, Council Meeting
- * * * Minutes of August 15, 2018, Council Meeting
- * * * Budget Amendment #18-0305 – Purchase of Video Hearing Equipment
- * * * Approval of Special Event: Poulsbo Boat Rendezvous
- * * * School Resource Office (SRO) Interlocal Agreement
- * * * On-Call Consultant Contract Award – Phase 2
- * * * Lincoln Well #2 WTP Project Acceptance
- * * * Forest Rock Lane Consultant Contract Award

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 Business Item 6b is being pulled.

Motion: Move to approve the agenda as amended.

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

3. COMMENTS FROM CITIZENS

Catherine Ahl, a member of the League of Women Voters, spoke regarding the change in the room rental policy. She asked if there was a fee the League could pay in order to continue using the room for their candidates' forums.

Mayor Erickson addressed the LWV's concerns about using the Council Chambers, stating that she and many staff members were getting calls about concerns with City Hall, particularly on Saturday nights and Sundays. The City does not have a budget to pay for after-hours events. Until there is budget to pay for someone to watch over City Hall while it being used after hours, the only groups that can use the facilities will have to have a staff member/elected official with the proper clearance and badge in attendance. Mayor Erickson stated she will attend the League of Women Voters meetings.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord stated that they had a wonderful dock dance last weekend. The joint meeting with the NKSD board of directors and superintendent was productive, worthwhile, and overdue. Regarding the discussion of student representatives, they also need to include the Suquamish tribe student council. She noted on September 9 is a dedication of a plaque honoring Herb Armstrong, who was a former city engineer, at the rock in the waterfront park. She thanked Bill Austin for the fabulous finishing touches on the cemetery pergola.

Councilmember Garland noted school started today and asked everyone to please be vigilant of students and buses.

Mayor Erickson announced Saturday is Kids Day at First Security Bank, and September 22 is the first Poulsbo Community Orchestra fundraiser at Raab Park. She shared a ruling from Ninth Circuit Court that the City's camping ordinances is not appropriate and not correct. They will have to redraft the ordinance with the city attorney's help. She reported she attended a large housing tour on Friday for affordable housing. This was of the north end projects that are owned by Housing Kitsap, who owns 940 apartments.

Councilmember Thomas stated that the tour of Housing Kitsap was very informative. He was not aware of how many housing units have been created in Poulsbo.

Councilmember Musgrove restated that people should be careful of kids going back to school. He encouraged the public to visit the City's website for volunteer opportunities and sign up for City newsletter and Parks & Recreation newsletter.

Councilmember Stern noted the Kitsap Sun published an article about how to create affordable housing on Bainbridge Island. He also stated that the joint meeting with the NKSD was incredibly informative. He shared a summary of an article in the Sunday Seattle Times (Education Lab) regarding a nationwide study of engaging high school students to attend college by placing college classes in the school.

Mayor Erickson reminded the Council they are invited to tour the Fishline building on Monday. She also announced the City bought a waterfront park. Part of it will be a

stormwater passage, but there will be spaces for active recreation. She thanked Director of Engineering Kasiniak and Parks & Recreation Director McCluskey for their creative solutions to make this happen.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda items a through e.

The items listed are:

- a. Minutes of July 18, 2018 City Council Meeting (Fernandez)
- b. Minutes of August 1, 2018 City Council Meeting (Fernandez)
- c. Minutes of August 8, 2018 City Council Meeting (Fernandez)
- d. Minutes of August 15, 2018 City Council Meeting (Fernandez)
- e. Budget Amendment #18-0305 – Purchase of Video Hearing Equipment (Knutsen)

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

6. **BUSINESS AGENDA**

a. **Special Event: Poulsbo Boat Rendezvous**

Parks & Recreation Director McCluskey presented the agenda summary, noting the sponsor is the Poulsbo Historical Society, the event will be located at Anderson Parkway and Port of Poulsbo, the date is September 14-16, 2018, and they are expecting 200-300 participants. Historical boat displays will be using the motorcycle parking area and 12 parking stalls near the Port of Poulsbo building. Displays will also be set up on Port property. The park is not being reserved.

Councilmember Lord stated this was done 15 years ago and she is glad it is resurrected.

Motion: Move to approve the Special Event application for the Poulsbo Boat Rendezvous as presented.

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

~~b. **Registered Sex/Kidnapping Offender Verification Program**~~

Agenda item pulled by staff.

c. School Resource Officer (SRO) Interlocal Agreement

Police Chief Schoonmaker presented the agenda summary, noting the School Resource Officer (SRO) program encourages enhanced cooperation between police officers and youth, aids in reducing juvenile crime through counseling and teaching about the criminal justice system and provides other law enforcement and related services as described within the agreement. This Interlocal Agreement is between the North Kitsap School District and the City of Poulsbo Police Department for maintaining a School Resource Officer program on NKSD campuses. In consideration of the City's assignment of the SRO to NKSD, NKSD agrees to pay a percentage of the salary and benefits of the SRO as outlined within the agreement. This agreement will commence on September 5, 2018, and will expire on the last day of school in June of 2021; unless mutually extended by the parties in writing.

Councilmember Thomas noted one of the significant changes, which states they will provide patrol support to schools outside of city limits until the Kitsap County Sheriff provides a School Resource Officer (which they intend to do in the future).

Police Chief Schoonmaker agreed that that is a pretty significant change, and they are excited to share the patrolling of the Kingston schools with Sheriff Simpson and his staff. Kitsap County has done the recruitment for that staff position, and they're hoping they'll be in place by January.

Councilmember Musgrove asked if they should increase the budget for training or overtime to provide vacation coverage. Police Chief Schoonmaker is not concerned, because Officer Ziemann usually takes his vacation during the summer, but if they had to cover for him they have other personnel who can fill in for him.

Councilmember Lord stated she is pleased about this and thinks it is vital. She asked how Officer Ziemann will alternate between two schools. Police Chief Schoonmaker stated that Officer Ziemann does a good job of balancing time between the two schools.

Motion: Move to approve the Interlocal Agreement between the City of Poulsbo and the North Kitsap School District for the School Resource Officer program and authorize the Mayor to sign the agreement.

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

Motion carried.

d. On-Call Consultant Contract Award – Phase 2

Director of Engineering Kasiniak presented the agenda summary, noting contract award recommendations for the selection of the Consultant 2 Year On-Call Contracts for Utility Engineering, Stormwater & Environmental Engineering and Architectural Services.

Councilmember Musgrove stated the Public Works Committee received the same presentation and they recommended approval.

Councilmember Lord said all candidates were excellent. They narrowed it down to come up with the roster to recommend to Council.

Motion: Move to approve awarding contracts to the Engineering Department's recommended consultants for On-Call Consulting Services in Utility Engineering, Stormwater & Environmental Engineering and Architectural Services. Move to authorize the Mayor to sign the contracts on behalf of the City.

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

Motion carried.

e. Lincoln Well #2 Water Treatment Plant (WTP) Project Acceptance

Director of Engineering Kasiniak presented the agenda summary, noting staff is requesting the Lincoln Well #2 WTP project be accepted as completed. The City has successfully completed this project. The final contract amount was \$1,142,843.06. The final paid contract total was \$1,124,406.87. There were seven change orders on the project totaling \$43,632.56 (4% of the contract). Final payment was made to the contractor on 8/30/18. A retainage bond is held on the project and will be released once the project has been accepted and released by all agencies.

Councilmember Musgrove stated this was recommended for consideration in Public Works Committee. He asked if this will reduce the number of flushes of the pipes in the neighborhoods. Director of Engineering Kasiniak confirmed that it would eventually. Once manganese is flushed from the pipes, they will not need to flush the system as often.

Councilmember Lord said at Public Works Committee they talked about doing a tour to see how it works. If any other Councilmembers are interested in joining, she asked that they contact Councilmember Musgrove, who is chair of the committee.

Motion: Move to accept the Lincoln Well #2 Water Treatment Plant project as complete.

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

Motion carried.

f. Forest Rock Lane Consultant Contract Award

Director of Engineering Kasiniak presented the agenda summary, noting Forest Rock Lane Pavement Preservation project is using Full Depth Reclamation (FDR) technique which is unfamiliar to the City. The City wishes to use a consultant who has expertise in FDR projects. Request for proposals to firms was submitted to MRSC on June 13th, three proposals were received on June 29, 2018, the proposals were reviewed, and phone interview were on July 5, 2018. Soundwest Engineering Associates was selected as the consultant due to completeness of their proposal, familiarity with Forest Rock Lane, locality of firm, and knowledge of FDR. Pavement Services Inc was second. They were very knowledgeable about FDR construction; however, their nearest office was in Portland. GeoResources' proposal and interview lacked pavement design strength but included Falling Weight Deflectometer (DWF) as a technique to determine pavement strength without borings or disturbing existing asphalt, which could be a good tool and technique for future projects.

Councilmember Musgrove reported the Public Works Committee reviewed this and recommended approval of the contract.

Councilmember Stern is concerned about the top of Forest Rock Lane, because it is a wet spot. Director of Engineering Kasiniak explained that it will be good to have another engineering firm working on this, because they can analyze and figure out what to use in different areas of the road.

Councilmember Stern noted for the record that when Forest Rock was approved by the City, it constituted the steepest grade in town, 15%. It is so steep, that they then committed to not doing such a grade in the City again. Director of Engineering Kasiniak agreed, one of the reasons they will no longer accept this grade is because when there is snow or icy roads, the road must be closed. What makes the road even more difficult to drive is it is classified as a neighborhood connector, so they allowed driveways to enter the road. Cars are backing up into the road. The City has corrected their standards and codes. 12% is the new limit, and they no longer allow direct access of the driveways to neighborhood collectors.

Councilmember McGinty said Forest Rock was a 5-phase project. When it came to phase 5, there was a discussion that they couldn't put a road up there, and it was built on the concept that there would be two accesses.

Councilmember Nystul asked if the pavement grinding being done on the Fjord Drive project is a similar process to what will be done on the hill. Director of Engineering Kasiniak said it will be similar on some sections of this project.

Mayor Erickson said she had told Forest Rock Hills that they were going to do this project this summer. She apologized for the delay. They are hopeful by bidding in the winter they will get better price structures.

Motion: Move to approve the Consultant Contract with Soundwest Engineering Associates in the amount of \$29,240.00 and authorize the Mayor to sign the Contract Amendment including costs and scope for Tasks 01, 02, and 03 on behalf of the City. If the additional work is needed in Task 04, it will be completed.

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

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Thomas reported they received budget presentations from the Clerk's Office, Executive, Legislative, IT, and Finance Non-Departmental and Central Services (ballot measure proposal for parking garage, which the citizens will have to pay for; the second proposal is banning personal fireworks within the City limits for 2020 ballot); monthly sales tax report; and the city administrator discussion.

Councilmember Thomas said the committee has heard there is not a lot of interest in pursuing a city manager form of government and wanted to hear from the Council if they should drop exploration of that proposal.

Councilmember Musgrove said he would like MRSC to come in and give a presentation on all the options (mayor, city manager, and city administrator), so they can start shrinking down the options and move ahead.

Councilmember McGinty wants the public to be involved from the beginning.

Lodging Tax Advisory Committee: Councilmember Nystul said the committee heard the presentations and allocated the funds to the applicants. It will be presented to the

Community Services Committee next week. He noted regarding "heads in beds," when they are at 90% occupancy, it is hard to add additional heads. A number of applicants have talked about the shoulder seasons.

Public Safety/Legal Committee: Councilmember Nystul reported they discussed suggestions on panhandling signs; police drone-use policy, SOG agreement change with Bremerton; and the SRO ILA with the NKSD. Departments presented their budgets. Staff included good performance measures and statistics to consider.

Councilmember Thomas asked if the committee has heard anything about the increased court case load. Councilmember Nystul responded that the Municipal Court and the Prosecutor have presented that both of the workloads have significantly increased. They have the related challenge of all the paperwork that comes with the increase.

Public Works Committee: Councilmember Musgrove reported they heard the budgets at the August 22 committee meeting; and they discussed concerns regarding the American Legion Park. Public Works Director Lund gave a presentation about refurbishing a garbage truck.

Councilmember McGinty expressed concern about how old the trucks being refurbished are, and whether they'll be able to get parts in a few years. Councilmember Lord stated that the truck would be refurbished from the tires up. Everything will be brand new with warranties. Councilmember Musgrove said he would ask about the parts at the next meeting. He also stated that Josh Ranes is moving to Civil Engineering.

8. DEPARTMENT HEAD COMMENTS

Director of Engineering Kasiniak stated that during the Harrison Forcemain project, they discovered serious conflicts with the water main and gas line and fiberoptic conduits at the intersection of Fjord and Hostmark. They could not make the connection of the new watermain. They finally received commitment that the companies will be onsite to relocate their utilities. They will work from 7:00 pm to 6:00 am on Friday and Saturday night. They are informing businesses and residents of the additional work and closures.

City Clerk Fernandez asked who planned on attending the Fishline tour on Monday, so she could notice for quorum if necessary. A majority of the Council indicated they planned on attending.

9. BOARD/COMMISSION REPORTS

Councilmember Stern said at KRCC they received a presentation from PSRC on their 2050 plan. These will be guidelines, what will be important are the county-wide planning policies in governing population allocations.

Mayor Erickson reported at Kitsap Transit they learned the new fast ferry out of Kingston is in the water, they will do sea trials for about a month, and they hope they will start taking passengers in October or November. There is a push to get people to use the transit center, which is across from Sonic, because of traffic concerns on Bond Rd/Hwy 307. At the Health District, they will be charging Class B wells \$75 per year to inspect and regulate (which is preventive and public safety because the wells haven't been maintained), and they also talked about the needle exchange program (they hand out about 1.8 million needles each year for the opioid epidemic). Mayor Wheeler and Mayor Erickson are going to be on a committee to review how the needle exchange system works. CenCom presented their budget, and while their fees for the City will stay relatively the same, the City's usage has gone up. In the future they will be changing their i-leads software. The Department of Emergency Management is also working on their budget, and there will be some changes to cold weather sheltering.

10. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert, North Kitsap School District (NKSD) Board, thought the joint Council and NKSD board meeting was awesome and productive. He wants it to become a habit to have joint meetings. He also thanked the council for approving the School Resource Officer. He also said if the fireworks ban is enacted, there will be a lot more calls to the police.

11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember McGinty reiterated that the meeting with the school board was great.

Councilmember Stern reminded everyone that Friday's speaker for the Rotary meeting is Mayor Wheeler, who will talk about affordable housing. Everyone is welcome to attend.

12. ADJOURNMENT

Motion: Move to adjourn at 8:40PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk