

POULSBO CITY COUNCIL MEETING OF SEPTEMBER 19, 2018

MINUTES

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

MAJOR BUSINESS ITEMS

- * * * Swearing In Ceremony of Officers Jason Kennedy and Michael Miulli
- * * * Endorse the WSDOT proposed project presented by Steve Roark
- * * * Budget Amendment #18-0306, Behavioral Health Grant for Travel
- * * * Budget Amendment #18-0307, Grant for Court Computers
- * * * WWU Update of Cyber Security Program Presentation
- * * * Property Transfer Agreement between the City of Poulsbo and the KRL
- * * * Acceptance of Department of Commerce Grant for Poulsbo's Fish Park
- * * * Special Event Application: Community Blood Drive
- * * * Special Event Application: Poulsbo Community Orchestra BBQ Fundraiser
- * * * Ordinance No. 2018-22, Adoption of Business License Ordinance Update

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** McGinty.
Motion carried.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord expressed gratitude and sorrow for the family of Ray Diehl, who passed away last weekend. He was a councilmember when she started on the council.

Councilmember Thomas reminded everyone that school is back in session and there are more kids and new drivers out and about. He plans on attending the NKSD Board meeting next Thursday and the OESD 114 school safety networking breakfast next week. He reminded everyone that the American Legion Park has a project that is being led by the American Legion Post 245 and they are still selling donor bricks to honor veterans.

Councilmember Stern echoed Councilmember Lord's memorial for Ray Diehl; he shared his memories. He also noted that the Mayor and Councilmembers attended past City Engineer Herb Armstrong's memorial and toured Fishline.

Mayor Erickson noted that Fishline will be a "Comprehensive Solution Center," which will have a food bank, provide housing services, and the Department of Social and Health Services will be in there. November 10 is the grand opening for the building.

Police Chief Schoonmaker introduced and Mayor Erickson swore in two new police officers: Jason Kennedy and Michael Miulli.

Mayor Erickson reiterated that in August she stated that she supports the Highway 305 corridor project. She stated that Mr. Roark gave a great presentation, and she heard nothing but support from Council. Stern stated that he and Councilmember Nystul have been very involved in the Highway 305 working group meetings.

Motion: Move to endorse the WSDOT proposed project presented by Steve Roark, non-binding, support work to date.

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

Mayor Erickson stated that the Community Orchestra is having their fundraiser in Raab Park.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda items a and b.

The items listed are:

- a. Budget Amendment # 18-0306, Behavioral Health Grant for Travel
- b. Budget Amendment # 18-0307, Grant for Court Computers

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

6. BUSINESS AGENDA

a. Western Washington University Update on Cyber Security Program Presentation

Councilmember Stern introduced Dr. Erik Fretheim, Deputy Director of Western on the Peninsulas.

Dr. Fretheim gave a presentation on the CyberRange in Poulsbo. Presentation highlights included: mission, cyberrange features and benefits, PISCES – A examples (Heartcliff City intrusion detection and traffic analysis and Goldshire network traffic), and their desire to cyber security building added to the Poulsbo Western Washington campus.

The Council is excited about the project, and Mayor Erickson stated that the next step is to figure out how to fund it.

b. Property Transfer Agreement between City of Poulsbo and Kitsap Regional Library

Planning Director Boughton presented the agenda summary, noting Kitsap Regional Library (KRL) and the City of Poulsbo have agreed to transfer the Poulsbo Library's ownership to KRL. KRL and the City have approved an agreement which released the remaining Poulsbo Library Capital Facilities Area funds and to continue working on the steps necessary for a transfer of ownership. The City Attorney has prepared a final transfer agreement, which was presented to the KRL Board of Trustees at their August 28, 2018 meeting. At the meeting, the Board sought a revision to Section 4 Conveyance, and a time frame for the City's right to receive back ownership. A new provision was proposed limiting the revision time frame to 20 years; this request and proposed language was outlined in an email sent to the City Council on September 6, 2018. The agreement between KRL and the City serves similar to a purchase and sale agreement and provides instructions to escrow for the transfer. Upon approval by the City Council, the KRL Board of Trustees will take action on the agreement at their September 25, 2018 meeting.

Councilmember Lord asked if the library ceases to exist as a library, if the City can take back the building. Planning Director confirmed this would happen if the library ceased to exist in the first 20 years.

In answer to Councilmember McGinty's question of why 20 years, Planning Director Boughton stated, that was what they proposed to Western Washington University for

the Marine Science Center, and the KRL Board of Trustees stated that sounded reasonable to them.

Motion: Move to approve an agreement regarding the property transfer of the Poulsbo Library building and associated parking and landscaping, to Kitsap County Rural Library District (dba Kitsap Regional Library), as set forth in Exhibit A of this agenda packet, and authorize the Mayor to sign the agreement on behalf of the City of Poulsbo.

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

Motion carried.

c. Acceptance of the Department of Commerce Grant for Poulsbo's Fish Park

Parks & Recreation Director McCluskey presented the agenda summary, noting the City has been awarded a \$475,000 grant from Department of Commerce for the Poulsbo Outdoor Salmon Observation Area Project at Poulsbo's Fish Park. This Senate appropriation was secured with the help of the 23rd legislative delegation. The grant will help match an ALEA grant through the Recreation and Conservation Office. This grant was included in the City's 2017-2018 biennial budget. The scope of work includes a pedestrian link to the "Lord" property, 0.5 miles of soft gravel trails or boardwalk, one viewing platform, four interpretive signs, benches, picnic table, parking lot renovation, and restoration of shoreline, nearshore and wetland areas. City Attorney Jim Haney has reviewed the contract.

Motion: Move to accept the \$475,000 grant for the Poulsbo Outdoor Salmon Observation Area project through the Dept of Commerce, and authorize the Mayor to sign the grant agreement on behalf of the City of Poulsbo.

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

Motion carried.

d. Special Event Application: Community Blood Drive

Parks & Recreation Director McCluskey presented the agenda summary, noting Bloodworks NW/InPeak Properties is sponsoring a community blood drive at Anderson Parkway on Tuesday, September 25, 2018, from 12pm-6pm. They are expecting 30-40 participants. Bloodworks NW asked to park their bloodmobile for walk-in and scheduled donations (whole blood only). They need eight parking stalls for the bus. The Community Services Committee (CSC) recommends eight parking

stalls on the east side of the Waterfront Park restroom in the back row. They will not park the bus in an ADA stall.

Councilmember Thomas stated that Community Services Committee recommended approval of this application.

Motion: Move to approve the Special Event application for the Community Blood Drive on September 25 as presented.

Action: Approve, **Moved by** Thomas, **Seconded by** Garland.
Motion carried.

e. Special Event Application: Poulsbo Community Orchestra BBQ Fundraiser

Parks & Recreation Director McCluskey presented the agenda summary, noting the Poulsbo Community Orchestra is sponsoring a barbecue fundraiser at the Raab Park Picnic Shelter on Saturday, September 22, 2018 from 4pm-7pm. They are expecting 100 participants. The event will have a BBQ buffet (catered, no cooking), raffle, serving wine with a banquet permit, and live music. Participation is through pre-purchased ticket sales. The rest of the park will be open to the public.

Councilmember Thomas stated the Community Services Committee recommended approval of this application. They ensured they had the proper permits because they are serving wine.

Councilmember Lord noted that it's great we have a park that can accommodate this.

Motion: Move to approve the Special Event application for the Poulsbo Community Orchestra BBQ Fundraiser as presented.

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

f. Ordinance No. 2018-22, Business License Ordinance Update

City Clerk Fernandez presented the agenda summary, noting the City of Poulsbo is required to make two changes to its business licensing ordinance by October 17, 2018, in order to retain its business licensing authority. The first change requires setting a threshold for businesses not located in the City of Poulsbo. The model language sets the minimum threshold to be at \$2,000 annually. The City has to decide if we want to create a threshold exemption or a fee-free license option. The

Finance-Administration Committee recommended the fee-free license option and extending the threshold to both resident and non-resident businesses. The second change requires adding the model language of "engaging in business." The final change to the ordinance is changing the numbers of days for a temporary business license from 10 days to 14 days. The City Attorney has reviewed and approved the changes.

City Clerk Fernandez answered Councilmember Lord's question of how we would know if a business was doing more than \$2,000 per year by stating that there will be a question on the business licensing website about how much the business makes annually. If they're under \$2,000 they won't have to pay the fee, and if they're above, they'll have to pay the \$65 for a business license.

Councilmember Stern complimented City Clerk Fernandez's organization of the ordinance.

Motion: Move to adopt Ordinance No. 2018-22 an ordinance of the City of Poulsbo, Washington, relating to business license requirements and amending Subsections 5.04.010.B, 5.04.020.E, and 5.04.090.A of the Poulsbo Municipal Code to incorporate state mandated changes to the definition of engaging in business; providing a threshold for businesses to receive fee-free licenses; amending the number of days a temporary business licenses is valid; and amending Section 3.12.040.D of the Poulsbo Municipal Code to reflect fee-free business licenses that do not meet the minimum threshold.

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

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Thomas reported that due to Christmas Eve and New Year's Eve falling on Mondays, City Hall will be closed to the public, and staff can either work, take leave without pay, or use leave. Every Councilmember got a letter from the Kitsap County Board of Commissioners to consider sharing the Harborside debt payment relating to Kitsap County and Housing Kitsap, and they recommended the City Attorney review the request before any action or response is taken. They reviewed the executive office review. Since Councilmembers want to hear the pros and cons about a City Manager and City Administrators, they are going to contact MRSC and ask them to come and do a presentation from MRSC, a City Administrator, and a City Manager. There is always the option to not change the structure of government. He asked if there is any additional information that is needed, to please let the committee know so they can get to that decision point on which direction they want to explore.

Public Works Committee: Councilmember Lord shared that they met at the Poulsbo cemetery this week. They'll be sending out recommendations to the Council soon on how to proceed with the suggested changes. There are a lot of things that need to be assessed to change the ordinance.

8. DEPARTMENT HEAD COMMENTS

None.

9. BOARD/COMMISSION REPORTS

Councilmember Garland reported on the Tree Board. They had a meeting on September 10, 2018, and received a financial report, cemetery landscape plan, tree cutting and clearing ordinance (Planning Director Boughton stated that Kevin McFarland is the city contract arborist, and they are looking at tree cutting and clearing ordinance). Councilmember Lord asked if they have to coordinate with the Shoreline Master Ordinance, because there are different restrictions of clearing anything in the shoreline. Planning Director Boughton stated they would look into adding more robust language, so that it isn't just a reference.

Councilmember Garland reminded the public that there are two tree board classes on October 9 and October 21.

Councilmember Stern reported Kitsap Transit has proposed route changes, which are the first since 1983. Mayor Erickson stated that when the Kingston boat, *The Finest*, begins service, it will trigger a new bus route from Viking Avenue transit center straight up Bond Road to Kingston to meet the boat. They will be adding more service between Suquamish and Kingston, like the 90 connection. Jefferson County proposed coming across the bridge and go to downtown Kingston to meet the boat.

Councilmember Lord expressed concern about the impacts to Bond Road based on the increase traffic patterns. Councilmember Stern agreed, and also expressed concern about Hwy 3 from Hood Canal to Poulsbo that has direct driveway entrances.

Councilmember Stern says they will become a regional center with the new transit center on Viking Avenue. Mayor Erickson stated that we're not seeking the population growth but it's coming to Poulsbo, and the City is trying to mitigate it the best way they can.

Mayor Erickson also attended the KEDA executive meeting, PRSC in Seattle, Housing Kitsap finance meeting, and the KRCC Executive meeting. She stated that if you have any questions to please contact her. Mayor Erickson also stated that while they toured Fishline, they also toured the new Vibe Co-works building. It's going to open soon.

10. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert, North Kitsap School District Board Member, attended transit meeting. He urged the Council to continue to discuss Bond Road and the fast ferry, because the morning commute is also a school drop off time, and school busses are being used less and more parents are dropping off their kids instead.

11. MAYOR & COUNCILMEMBER COMMENTS

12. ADJOURNMENT

Motion: Move to adjourn at 8:45PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk