

POULSBO CITY COUNCIL MEETING OF NOVEMBER 21, 2018

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Kasiniak, City Engineer Lenius, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, IT Manager Stenstrom.

ABSENT: Councilmembers Musgrove and Thomas

MAJOR BUSINESS ITEMS

- * * * Marine Boating Grant Budget Amendment/BA 18-0403
- * * * Hillside Bench Budget Amendment/BA 18-0404
- * * * Restitution Repairs Budget Amendment/BA 18-0405
- * * * October 2018 Payable Disbursements
- * * * Behavioral Health Outreach Program Contract Extension with Kitsap County
- * * * 2019 Behavioral Health Program Contract KC-017-19
- * * * October 24, 2018, Council Meeting Minutes Approval
- * * * Continued Public Hearing for the 2019-2020 Biennial Budget
- * * * Special Budget Work Session #2

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 p.m. 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

Robert Girard lives on Forest Rock Lane. He spoke regarding John Nantz's comments last week. They have taken a stand against repaving Forest Rock Road. It will create more traffic and allows for more speeding. It doesn't make the living conditions good.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Stern questioned Mayor Erickson on Forest Rock, if people are cutting through. Mayor Erickson stated they put speed counters many times and cannot document a lot of speeding. It is very steep and considered a neighborhood collector. They must pave it, or else the road is going to fall apart. Speed tables are not applicable to this road due to its steep grade.

Councilmember Stern reported on the Kingston fast ferry inaugural sailing.

Mayor Erickson said the West Poulsbo Tree Lighting is on Friday at 5:00 p.m. at the Viking statue. December 1 is Julefest, which is an all-day festival, and Shop with a Cop at Walmart is happening that day.

Councilmember Lord said Julefest and its bazaar is wonderful. Downtown looks spectacular.

Councilmember Garland announced this Saturday is "Shop Small". Carriage rides and visits with Santa at his house starts this weekend downtown.

Councilmember Nystul said at the transit meeting they said the Kingston fast ferry to Seattle will run free through the end of the year.

5. **CONSENT AGENDA**

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

The items listed are:

- a. Marine Boating Grant Budget Amendment/BA 18-0403
- b. Hillside Bench Budget Amendment/BA 18-0404
- c. Restitution Repairs Budget Amendment/BA 18-0405
- d. October 2018 Payable Disbursements
- e. Behavioral Health Outreach Program Contract Extension with Kitsap County
- f. 2019 Behavioral Health Program Contract KC-017-19
- g. October 24, 2018 Meeting Minutes Approval

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

6. **BUSINESS AGENDA**

- a. **Continued Public Hearing for the 2019-2020 Biennial Budget**

Mayor Erickson continued the public hearing from November 14, 2018, and hearing no comments, closed the public hearing at 7:16 p.m.

Motion: Move to close the public hearing on the City of Poulsbo's 2019-2020 Biennial Budget.

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

b. Special Budget Work Session #2

Finance Director Booher said tonight's budget presentation will focus on the 2019-2022 City Improvement Plan (CIP). Her presentation included:

- Items not on the City's CIP (capital equipment)
- City Improvement Program
 - Growth Management Act 1990
 - Capital Facilities Element
 - Focus on capital budget for 2019-2020)
- Projects
 - Non-recurring
 - Cost \$15,000 or greater
- Complete CIP is included with the Preliminary Budget
- CIP includes:
 - 1st Section – General Purpose & Park Projects
 - 2nd Section – Transportation Projects
 - 3rd Section – Enterprise or Utility projects
- Focus - "2019-20 projects" column
- PW Relocation
 - 2008 – Purchase Land, \$1,050,000
 - 2011 – Construction Phase 1
 - Transfer Station
 - Demolition
 - Site clearing
 - 2014 Developed Site Plan
 - 2014/2015 Construction Phase II - Decant/Solid Waste Transfer Station
 - Design Completed \$155,0000
 - Construction \$2,000,000 (To be complete by EOY)
 - DOE Grant \$441,000
 - 2015 – Design Development \$20,000
 - Site visits to regional facilities
 - Program mapping

- 2017 – Continued with Pre-Design
- 2018 – Looking for property acquisition options
 - Funds allocated for intended property purchase
- 2019
 - Minimum Design
- 2020
 - Site work – Beginning of Construction for 3–year time schedule
 - Completed in phases.

Parks & Recreation Director McCluskey presented the Parks CIP. Presentation highlights included:

- Progress of 2017-18 Park Projects
 - MIW Waterfront Park Restrooms – Complete
 - Austin-Kvelstad Pavilion – Complete
 - Centennial Park – Almost complete
 - Fish Park and Phase 4 Expansion – completed non-grant funded tasks and maintenance on the original parcels. Work begun on Hansen trails, a new parking lot at Bond Road access point, and a link to the Lord Property.
 - Nelson Park Playground – Eagle scout project should be completed by end of the year.
 - Morrow Manor – Carry over
 - Skate Park – Carry over
- Progress of additional 2017-18 Parks & Recreation Projects (Not on CIP)
 - Dock replacement – Complete
 - Urban Paths of Poulsbo (plan update) – Complete
- 2019-2020 CIP Projects
 - 2019
 - Improvements at the north end of MIW Waterfront Park, \$20,000
 - Austurbruin Playground Replacement, \$50,000
 - Poulsbo Fish Park, \$5,000 + \$1M in state grants
 - 2020
 - Lions Park Improvements, \$55,000
 - Poulsbo’s Fish Park, \$5,000 + \$1M in state grants
 - Morrow Manor, \$166,184
 - Skate Park, \$25,000
- Future Years – Park Projects

Councilmember Stern asked if there is much to be done for access by the bioswales at Nelson Park. Public Works Superintendent Lund said the bioswales were built a

long time ago for stormwater treatment. Parks & Recreation Director McCluskey said the trails around that area are very popular.

Mayor Erickson stated that she and Parks & Recreation Director McCluskey need to look at the park impact fees. The last time they were looked at was in 2011.

Director of Engineering Kasiniak gave a presentation on the Transportation Program. Presentation highlights included:

- Projects in process
 - Finn Hill reconstruction
 - Forest Rock overlay
- 2019-2024 Transportation Capital Improvements
 - 3rd Ave (Moe to Hostmark)
 - City-wide Safety Improvements
 - Local neighborhood road maintenance program
- Noll Road Improvements – Phase III

Public Works Superintendent Lund gave a presentation on the Enterprise Programs. Presentation highlights included:

- Stormwater
 - Projects in process
 - Liberty Bay/SR-305 Outfall – moved to 2019
 - 7th Avenue Regional Detention Facility
 - 2019-2024 Enterprise Capital Improvements (Storm)
- Sewer
 - Projects in process
 - Applewood Pump Station - moved to 2019
 - SR 305 Manhole Lining – Completion in 2019
 - Telemetry Assessment – 95% Complete
 - Water Meter Replacement – 75% Complete
 - 2019-2024 Enterprise Capital Improvements (Sewer)
- Water
 - Projects in process
 - Raab Tank & Booster – Under Design – Construction 2019
 - Caldart Main Replacement – Moved to 2019
 - Telemetry Assessment – 95% Complete
 - Water Meter Replacement – 75% Complete

Councilmember Stern asked how the City is doing with our water rights with the State and our capacity to draw. City Engineer Lenius said our water rights are adequate for the GMA requirements. When you look beyond the numbers in GMA,

we need to revisit this. Director of Engineering Kasiniak said if you look at service areas, everything outside of the current UGA is within KPUD service area, who has huge water resources in Seabeck.

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Stern reported they reviewed the preliminary budget. The committee is recommending going with the baseline adjustments and new program requests as presented (which includes the Asset Management Software). They are allowing up to \$700,000 in reserves being used for 2019, and then \$1,200,000 in 2020.

Discussion was held on Public Works taking over the task of putting up holiday lights in downtown next year as a new program request as recommended by the Public Works Committee. The Finance-Administration Committee said they are not recommending this new program request, based on two questions they had: 1) they could not remember the last time Historic Downtown Poulsbo Association (HDPa) looked at their assessments (it has been at least 21 years since they adjusted the assessment); and 2) if a fund were created, it should be handled like lodging tax to allow all areas of the City an equal opportunity for the funding.

Councilmember Lord said the request was not expanded city-wide, because this is being driven by the fact that HDPa does not have the manpower and Bill Austin is done organizing the event of putting up the light fixtures. HDPa is willing to help, but they cannot physically tackle putting up the lights. The lights exist, they are easy to put up. The City needs a policy and needs to talk to property owners for electrical connections. She wants a couple of meetings in early January to figure out how to handle this. The \$10,000 was promoted to pay for Public Works labor.

Councilmember McGinty said it would be helpful to know what we truly need to as a core to keep it going, and he is concerned about equity across the City. Councilmember Lord said one of the Council goals it to keep Poulsbo Poulsbo, and the downtown ambience during the holiday season is well known. She would like to see a policy for other options city-wide, but right now she is trying to figure out a way to protect downtown. They cannot count on the phone company for their bucket truck, and there are risk management issues for all of this. HDPa wants to help, but they want the City to take the lead since Bill Austin is no longer doing it.

Mayor Erickson said the HDPa assessment needs to be looked at, and they need to figure out how much it costs to put up the lights. The lights are tricky to maintain, maybe we need different lights. She is uncomfortable subsidizing one part of the City; they need to think about all of Poulsbo. She suggested waiting until February and put together a group to up with a solution.

Councilmember Lord is okay with this approach, as long as the Council is okay with the possibility of a budget amendment later in 2019 for a new program request. The Council concurred putting this off until more information is gathered on how to solve the problem, then at that time figure out how to pay for it.

Besides the numbers, Councilmember Stern asked for feedback on the policies and goals of the budget. They talked about including language that clarifies the notion of a "college town". The language would specify it as affordable and accessible higher degree programs within the community utilizing what is called a 2+2 program. "College town" is amorphous. The Council concurred with adding that specificity. He also said they wanted to add language that says they allow for remote office work (to reference incubators like Co-Vibe). The Council concurred with that change.

Finally, Councilmember Stern said the committee continued discussion on the executive office reorganization, and noted they received consensus from the Council to aim at City Administrator, and not City Manager at this time. City Clerk Fernandez will ask MRSC questions regarding the Council's role in assisting the Mayor in hiring and firing the City Administrator. The committee also did a rough draft timeline for the process. No funding is needed in the 2019-2020 budget. Councilmember Nystul observed in the timeline they may not want to hire the administrator until after the mayoral election.

Public Safety/Legal Committee: Councilmember Nystul reported that they reviewed the budget. The Risk Manager reported that PW and Police will be audited next year by WCIA, and the current claims were reviewed.

8. DEPARTMENT HEAD COMMENTS

Public Works Superintendent Lund noted garbage service runs on normal service on Thanksgiving.

9. BOARD/COMMISSION REPORTS

None.

10. CONTINUED COMMENTS FROM CITIZENS

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

11. MAYOR & COUNCILMEMBER COMMENTS

The Council wished everyone a Happy Thanksgiving.

12. ADJOURNMENT

Motion: Move to adjourn at 8:33 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk