

POULSBO CITY COUNCIL MEETING OF DECEMBER 12, 2018

MINUTES

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

MAJOR BUSINESS ITEMS

- * * * Closed Session – Union Negotiations
- * * * Minutes of November 14, 2018, Council Meeting
- * * * Budget Amendment/BA# 18-0407 – West Poulsbo Waterfront Park Boundary Line Adjustment
- * * * Boards & Commissions
- * * * Final Review and Approval of 2019-2020 Biennial Budget
- * * * Ordinance No. 2018-26, Release of Trident Business Park Concomitant Agreement
- * * * Noll Road Right-of-Way Acquisition Approvals

1. CLOSED SESSION

A closed session regarding union negotiation was held at 6:00 p.m.

2. 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.

3. AGENDA APPROVAL

Motion: Move to approve the agenda as presented.

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

Motion carried.

4. COMMENTS FROM CITIZENS

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

5. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord said next week at the final Council meeting the Bremerton Youth Symphony will be performing.

Mayor Erickson said there is a meeting tomorrow at 6:30 p.m. regarding the relocation of Level 3 Sex Offenders from McNeil Island to a house in Kitsap County (outside of Poulsbo city limits). It will be recorded by BKAT for those who cannot attend. It is Kitsap County Commissioner Gelder's meeting. She said comments have been raw on social media, and asked that everyone be kind at the meeting.

Councilmember Musgrove encouraged the public to visit downtown and visit Father Christmas and take a horse-drawn carriage ride. Last night was the quarterly Historic Downton Poulsbo Association (HDPa) business meeting and it was well attended. He would like to invite the HDPa to a Council meeting to do a short presentation on their history. Councilmember Lord will pass that along.

Councilmember Garland said the sex offender meeting will be well attended and encouraged people to come early. She is happy to hear it will be broadcasted.

6. CONSENT AGENDA

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

The items listed are:

- a. November 14, 2018 City Council Meeting Minutes Approval
- b. Budget Amendment/BA# 18-0407 – West Poulsbo Waterfront Park Boundary Line Adjustment

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

7. BUSINESS AGENDA

a. Boards & Commissions

City Clerk Fernandez presented the agenda summary, noting the Mayor has reappointed the following board and commission members and seeks Council concurrence: Civil Service Commission, Ardis Morrow (term expiration 12/31/2024); Parks and Recreation Commission, Kelly Michaels (term expiration 12/31/2021) and Mari Gregg (term expiration 12/31/2021); Planning Commission, Gary McVey (term

expiration 12/31/2024); and Tree Board, Janet Brown, Bess Bronstein, and Jenise Bauman (terms expiring 12/31/2021).

Motion: Move for a vote of concurrence.

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

Motion carried.

b. Final Review and Approval of 2019-2020 Biennial Budget

Finance Director Booher presented the final review of the 2019-2020 Budget. Presentation highlights included:

- 2019-2020 budget changes
 - Updated Property Tax projections with 0% increase except for new construction and refunds
 - Updated revenue and expenditure projections
 - Updated benefit rates for Wages
 - Updated revenue projections with more current history and events as a base
 - Baseline Adjustment and New Program Requests
 - Updated Beginning Balances
- General Fund total adjustments and ending fund balance operations
- General Fund total fund balance
- 2019-2020 budget changes – other funds
 - Beginning Balance Adjustments
 - Baseline Adjustment and New Program Requests
 - Capital Project Updates from CIP
 - Various Wages and Benefit Changes
- Final budget total funds revenues - \$67.7MM
- Final budget total funds expenditures - \$76MM

Councilmember Thomas said here at Poulsbo, the city has a great budget process. It goes smoothly. A lot of that credit goes to the Finance Department, the Mayor, and the Councilmembers. Going to the biennial budget was a smart move. They are doing this process well, and it reflects on everyone and the great job they are doing. Sometimes the public has the impression that they can raise taxes at will, but there are contractual and legal restraints throughout the budget that ties their hands with what they can do. Everyone involved did a good job of balancing those things.

Motion: Move to approve the City of Poulsbo's 2019-2020 Biennial Budget.

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

Motion carried.

c. Ordinance No. 2018-26, Release of Trident Business Park Concomitant Agreement

Associate Planner Powers presented the agenda summary, noting the Poulsbo Planning and Economic Development Department has received an application requesting release of the Trident Business Park Concomitant Agreement. The parcels have recently been purchased by the Edward Rose Millennial Development LLC. The new owner wishes to release the concomitant agreement so that they may pursue future development or redevelopment under the City's current development regulations. Release of concomitant agreement is a Type V permit and requires a public hearing and decision by the City Council. The City Council held a public hearing on November 7, 2018 and approved the release of the concomitant agreement. The City Council now needs to adopt an ordinance approving the concomitant agreement release and adopting findings and conclusions.

At 7:18 p.m., Councilmember Musgrove recused himself due to private business dealings with the applicant.

Motion: Move to approve Ordinance 2018-26, an ordinance of the City of Poulsbo, Washington, adopting findings and conclusions; approving the trident business park concomitant agreement Release, planning file P-10-03-18-01; authorizing the mayor to execute and record an instrument releasing the concomitant agreement; providing for severability and establishing an effective date.

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

At 7:19 p.m., Councilmember Musgrove rejoined the meeting

d. Noll Road Right-of-Way Acquisitions Approval

Mayor Erickson noted that she has been recusing herself from all discussions regarding this topic at both local and regional meetings, because her and her husband will receive funds for selling a piece of their property to put a road through it.

At 7:20 p.m., Mayor Erickson recused herself from the meeting. Deputy Mayor McGinty continued chairing the meeting.

City Engineer Lenius presented the agenda summary, reviewing the negotiated right-of-way acquisitions for the Noll Road Improvement Project for the following properties:

- David & Patricia Siburg - Lands Conveyed and Temporary Construction Easement - \$19,800
- Divoky Trust - Parcel #2 - Lands Conveyed - \$7,300
- Divoky Trust - Parcel #1 - Lands Conveyed - \$15,650
- Divoky Trust - Parcel #3 - Temporary Construction Easement - \$300
- Jerrold Erickson & Rebecca Bigford - Lands Conveyed - \$61,440
- George Cates - Lands Conveyed and Slope Easement - \$35,400

Councilmember Thomas said along this entire corridor are utilities. That is not included in this process, he assumes. Is that something at a future date the City will have to pay for to set the power lines back. City Engineer Lenius said the road is off-set from the powerline. They have an easement along there for their power, so they are in coordination with them. They also have a utility meeting on Friday to coordinate on all utilities.

Councilmember Nystul said this has not been an easy task. He complimented the team on their efforts and ability to manage this project.

Councilmember Lord complimented City Engineer Lenius and Contract Administrator Zieman for their work and presenting this complexity in a straight forward way.

Councilmember Musgrove said it is often not recognized that this work is usually farmed out to consultants, and our staff is doing this themselves and saving money in the process.

Motion: Move to approve the acquisitions for the above Right of Way parcels totaling \$139,890.00 and authorize the Deputy Mayor to sign the payment voucher on behalf of the City in order to move the Noll Road Improvement project forward towards the construction phase.

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

At 7:36 p.m., Mayor Erickson returned to meeting and continued chairing the meeting.

Mayor Erickson noted that Bigford is her maiden name. When they bought the land in 2001, it was recorded in her maiden name. She also noted fences cost a lot along a 10-acre parcel. She is glad the process is done.

8. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Thomas reported a citizens group is interested in installing ADA playground equipment in a city park and Raab Park is the preferred site. They also received an update on the proposal for the Poulsbo's Event and Recreation Center (PERC) that is being presented to the Public Facilities District.

Public Works Committee: Councilmember Musgrove reported they received an update on the Jensen Way parking request (taking an existing, but unused, bus stop and removing a curb projection and transforming them into more parking), received an update on the Noll Road roundabout and a mini-roundabout (alternate between a t-intersection and a smaller roundabout up on the hill); and discussed earthquake valves.

9. DEPARTMENT HEAD COMMENTS

City Engineer Lenius said the Forest Rock bid opening is next week.

Finance Director Booher said Friday is annual employee appreciation lunch, and City Hall will be closed 11:30 a.m. to 12:30 p.m. City Hall will also be closed on Christmas Eve.

10. BOARD/COMMISSION REPORTS

Councilmember Lord said she toured Central Kitsap High School and Olympic High School to inspect their performance auditoriums.

Mayor Erickson said she is now and will remain next year the chair to the Kitsap Regional Coordinating Council (KRCC). Today she sent the letter to the City of Bremerton to invite them back into KRCC. The voting structure will be different. Bremerton will hopefully be returning in January. In January they will begin an ad-hoc committee on affordable housing. She will also be chair of Housing Kitsap next year. She volunteered to do that because she has a background in the matters they are currently faced with. She noted she is working with Mayor Wheeler to change the needle exchange program at the Health District. She wants needle exchanges to come back to medical clinics and stop mailing them. People need to get into treatment, and not just trade needles.

Councilmember Musgrove said he will be attending the Homeland Security Outreach meetings tomorrow for aviation assets. He will be at the morning meeting and Councilmember Thomas will attend the afternoon meeting.

11. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert agreed with the Mayor about tomorrow's meeting regarding the level 3 sex offenders. Tomorrow the School Board is already meeting, so they cannot attend.

12. MAYOR & COUNCILMEMBER COMMENTS

None.

13. ADJOURNMENT

Motion: Move to adjourn at 7:54 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk