

POULSBO CITY COUNCIL MEETING OF DECEMBER 19, 2018

MINUTES

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

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

ABSENT: Councilmember Nystul.

MAJOR BUSINESS ITEMS

- * * * West Poulsbo Waterfront Park Budget Amendment/BA #18-0408
- * * * Cemetery Pergola Budget Amendment/BA #18-0409
- * * * Ordinance No. 2018-27, Adoption of 2019-2020 Biennial Budget
- * * * Collective Bargaining Agreement – Teamsters
- * * * Resolution No. 2018-14, 2019 Salaries and Wages
- * * * Noll Road Roundabout and Tunnel Consultant Contract Amendment
- * * * Forest Rock Lane Pavement Project Construction Contract Award
- * * * Bremerton Youth Symphony Performance

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

Mayor Erickson noted there was a new agenda with a second consent agenda item added. Erickson noted there was some additional info in the teal folders for a few of tonight's agenda items, including: 2019 Salaries & Wages Resolution; the Forest Rock Lane Pavement Project.

Motion: Move to approve the agenda as amended.

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

3. COMMENTS FROM CITIZENS

Bill Austin thanked Councilmember Lord for arranging for the city to take over the downtown Christmas lights and was grateful for the thirty volunteers they had this year. Austin noted: the Poulsbo Cemetery Pergola is mostly finished and just has a few finishing touches left; a bell was donated for the top of the pergola; Santa House was a huge success and raised 300lbs of food and \$1500 dollars for fishline; he recently watched the documentary "They Shall Not Grow Old" and highly recommend everyone go see it and it will be playing on day only on December 27th at 4pm and 7pm at the Regal Cinema. Mayor Erickson asked Mr. Austin if he would assist her with the addition of a Troll under the Adele Ferguson Bridge on Highway 305.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord stated she attended the Level III Sex Offender meeting, at City Hall last week, and she was shocked with the miscommunication and lack of communication to the neighbors and County Commissioner and was very concerned.

Councilmember Thomas stated he attended the aviation outreach meeting for HLS Region 2 meeting on 12/13.

Councilmember Musgrove noted next Saturday was last day of the downtown Holiday Season events such as: Norwegian Father Christmas; horse drawn carriage rides; and the carolers.

Key to the City – Miss Poulsbo:

Mayor Erickson presented Natalia Tucker with a Key to the City for her dedication and work as Miss Poulsbo 2018. Tucker stated she was honored to be at the meeting and appreciated the opportunity to serve as Miss Poulsbo.

Mayor Erickson awarded the Employee of the Quarter to Engineering Technician Charlie Roberts.

5. CONSENT AGENDA

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

The items listed are:

- a.** Budget Amendment #18-0408 – West Poulsbo Waterfront Park
- b.** Budget Amendment #18-0409 – Cemetery Pergola

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

6. BUSINESS AGENDA

a. **Ordinance No. 2018-27, Adoption of the 2019-2020 Biennial Budget**

Finance Director Booher noted this was the adoption of the fund level budget and final step of the biennial budget process.

Councilmember Musgrove was concerned about the council not reviewing the budget line by line which he feels could potentially create policy through budget and he would like council to have more of a discussion on future budgets.

Motion: Move to approve Ordinance 2018-27, and ordinance of the City of Poulsbo, Washington, adopting the final budget of the City, for the fiscal years 2019-2020 commencing January 1, 2019, and approving an ordinance summary for publication.

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

Motion carried unanimously.

b. **Collective Bargaining Agreement - Teamster**

Human Resources Director Kingery noted the current union contract between the City and Teamsters Local 589 expires on December 31, 2018. Kingery stated after numerous negotiating sessions with the bargaining unit, an agreement was reached and the final contract has been ratified by the union. This will be a three-year contract starting January 1, 2019 and expiring December 31, 2021. Kingery briefly explained the language changes in the contract which included: the security clause was updated due to JANIS Supreme Court ruling; it reduced the amount of compensatory time employees could accrue from 80 to 40 hours; provisions in which lunch and break periods are structured; a change to the sick leave policy; an increase in the health reimbursement amount from 70 to 100 dollars a month for the first 2 years; and wage increases of 3.5% for the first year, 3% for the second year, and 2.5% for the third year.

Motion: Move to authorize Mayor Erickson to sign the collective bargaining agreement between the City of Poulsbo and Teamsters Local 589 effective January 1, 2019 to December 31, 2021.

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

Motion carried unanimously.

c. **Resolution No. 2018-14, 2019 Salaries and Wages**

Human Resources Director Kingery presented the 2019 Salary Schedules changes as followed: Per the Teamsters union contract, the salary schedule is increased by 3.5%

which also includes Management employees, Non-represented employees, Mayor, and the Judge; the Civil Engineering position was moved from range 13 to 17; and the addition of two new Engineering positions which are funded by the Noll Road Project Grant included a Senior Contract Administrator and Construction Manager.

Councilmember Thomas stated the Finance/Administration Committee review this resolution and recommended approval.

Motion: Move to approve Resolution No. 2018-14, a Resolution of the City Council of the City of Poulsbo Washington, amending the Salary and Wage schedule for all city employees adopted by Ordinance 84-57 as last amended by Resolution 2018-10.

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

Motion carried unanimously.

d. Noll Road Roundabout and Tunnel Consultant Contract Amendment

Mayor Erickson recused herself from the discussion at 7:33PM and Deputy Mayor McGinty took over the discussion.

City Engineer Lenius presented the Parametrix consultant amendment for the Noll Road project Roundabout and Tunnel design services. Lenius noted the south side of the Noll Corridor which is being referred to as Johnson Parkway, will be an addition of a new roadway starting at Highway 305 and ending at the Storhoff Road intersection. Lenius is requesting approval of the City's portion of the project which includes the design for the roundabout and non-motorized trail under Highway 305. The Roundabout will be WSDOT funded by Connecting WA funds and the city has received \$1.5 million dollars in Transportation Improvement Board (TIB) money for construction of the tunnel.

Lenius provided some background on the project which included: project planning began in 1992; corridor study was completed in 2008; grant funding applications were awarded in 2014 and to date the city has received approximately \$2.2 million dollars for design and right of way and \$6.25 million dollars for construction, with Connecting WA funding the roundabout portion; Parametrix completed an intersection control study in 2015 which recommend a roundabout; WSDOT recommended a roundabout as opposed to signalized intersection; numerous meetings with property owners and the community have taken place in 2015-2018; studies show a decreased number of serious accidents with a roundabout.

Lenius stated tonight's contract amendment would be for \$555,314 dollars which includes \$511,601 for roundabout design that will be funded by Connecting WA and \$43,713 for the pedestrian tunnel design that will be funded by Traffic Impact Fees, noting all these fees are included in the project budget which has already been approved.

Lenius presented the project schedule which included: Final design in Spring 2019; Advertising in Fall 2019; and Construction in 2020-2021.

Councilmember Thomas questioned what the total cost of the construction would be for this Phase and Lenius estimated in the \$15 million-dollar range.

Councilmember Musgrove questioned what the standard cost percentage was for the design of a project like this one was, in which Lenius replied usually about 10-12%. Musgrove also questioned what the outcome of Noll Road would be and Lenius noted it would most likely become a right in right out roadway.

Motion: Move to approve the contract with Parametrix in the amount of \$555,314 – with the Roundabout design phase of \$511,601 subject to obligation of Connect Washington funding and authorize the Deputy Mayor sign the contract on behalf of the City.

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

Motion carried unanimously.

e. Forest Rock Lane Pavement Project Construction Contract Award

Mayor Erickson rejoined the meeting at 7:47PM.

Engineering Technician Roberts presented the following information on the Forest Rock Lane project: the purpose was to rebuild the Forest Rock Lane due to deterioration of the asphalt; it is 2,400 linear feet of roadway; they have received a \$525,000 dollar grant from the Transportation Improvement Board (TIB) with a \$150,000 city match; the plan is to pulverize the existing asphalt and use that to rebuild the base of the new road; surrounding residents of the project were invited to a public meeting held at city hall to explain expectations; a portion of the road is being shutdown for the duration of the project; the project schedule included: Advertising on 11/30 & 12/7, Bid Openings on 12/17, Public Works Committee Meeting on 12/19 and Council Meeting on 12/19, with the project slated to start in Spring of 2019 weather dependent; eight bids were received ranging from \$600,000 to \$850,000 with

an engineering estimate of \$725,000; the lowest bidder was Seton Construction at \$598,800.60; budget for the project was \$675,000 (design cost of \$65,000 & construction cost of \$720,000) leaving a gap of \$110,000; TIB increased funding by \$40,000; a budget amendment of \$70,000 will be needed to complete the project;.

Councilmember Musgrove noted the Public Works Committee recommended this.

Motion: Move to approve the contract with Seton Construction in the amount of \$598,800.60 and recommend authorizing the Mayor to sign change orders up to 10% over the contract value. The contract will be awarded once TIB concurrence is also received.

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

Motion carried unanimously.

Move to approve the budget amendment increasing the project budget capacity \$110,000 and accepting an additional \$40,000 in TIB grant funds.

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

Motion carried unanimously.

f. Bremerton Youth Symphony Performance

Councilmember Lord announced a performance by the Bremerton Youth Symphony will take place after adjournment of council meeting.

7. COUNCIL COMMITTEE REPORTS

None.

8. DEPARTMENT HEAD COMMENTS

None.

9. BOARD/COMMISSION REPORTS

Councilmember Musgrove stated he and Councilmember Thomas attended the Department of Emergency Management HSL Outreach Meeting for aviation and the discussion included; being self-sustaining at the local level for a 30 day time frame during a natural disaster until the federal government responds; the local smaller airports would not be able to support the large aircraft carrying supplies; possible use of the seaplane landing strip in Liberty Bay and the helicopter designated landing areas; they will be

contacting the Disaster Aviation Response Team (DART) to see if the seaplane landing strip would be useable in a smaller scale during an emergency; possibility of creating a location for a staging area for supply trucks; and Councilmember Thomas noted everyone needs to do their part.

10. CONTINUED COMMENTS FROM CITIZENS

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

11. MAYOR & COUNCILMEMBER COMMENTS

None.

12. ADJOURNMENT

Motion: Move to adjourn at 8:04 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk

Respectfully prepared and submitted by Kati Diehl