# POULSBO CITY COUNCIL MEETING OF DECEMBER 10, 2014

### **MINUTES**

**PRESENT:** Mayor Erickson; Councilmembers Berry-Maraist, Henry, Lord, McGinty, Musgrove, Nystul, Stern.

Staff: Finance Director Booher, City Engineer Kasiniak, Assistant City Engineer Lenius, Parks & Recreation Director McCluskey, Risk Manager Purves, IT Manager Stenstrom, City Clerk Stephens

### **MAJOR BUSINESS ITEMS**

- \* \* \* Presentation Historical Data and New Revenue Streams for 2015 Budget
- \* \* \* Special Event: Walk for Water
- \* \* \* Discussion: Review of Council Vacancy Process
- \* \* \* Continue Public Hearing: Proposed Water Rate Increase
- \* \* \* Final Review and Approval of 2015 Budget
- \* \* \* Executive Session: Real Estate Sale (RCW 42.30.110(c))

# 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 announced an addition of an executive session at the end of the agenda.

**Motion:** Move to approve the agenda.

Action: Approve, Moved by Henry, Seconded by McGinty.

Motion passed unanimously.

#### 3.COMMENTS FROM CITIZENS

Bill Austin spoke to the tree that was destroyed (on public property) on Front Street, by a contractor and urged the City to do something about, as it is a felony.

### 4. MAYORS REPORT AND COUNCIL COMMENTS

Councilmember Lord commented on the success of Jule Fest and the St. Lucia Festival; and spoke to the damaged tree on Front Street. Lord also stated the Bremerton Youth Symphony will be performing at the conclusion of next week Council meeting, and included the public to attend.

Councilmember Musgrove invited the public to come to the various events occuring downtown during the holidays.

Mayor Erickson reported City Hall offices will be closed on Friday, December 12, 2014 from 11:30 AM – 12:30 PM for the Annual Employee Appreciation Luncheon.

Mayor Erickson also presented an overview of the decreasing staffing levels and increasing population over the last 20 years; and the increased level of service the City provides.

# 5. CONSENT AGENDA

Councilmember Henry reported the Community Services Committee reviewed the Walk for Water Special Event application and the recommendation of approval, with the caveat the group use any parking area other than Anderson Parkway.

**Motion:** Move to approve Consent Agenda item a.

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

Motion passed unanimously.

The items listed are:

a. Special Event: Walk for Water

### **6.BUSINESS AGENDA**

a. Discussion: Review of Council Vacancy Process

City Clerk Stephens explained the process and timeline for the council vacancy recruitment, noting the draft packet with the application was distributed to Council for review. This is the same process the City used in the past with the replacements of previous Councilmembers and is consistent with section 8 of the Council Rules of Procedure.

Stephens stated the City may advertise and accept applications at any point, however review of the applications and interviews cannot occur until after the position becomes vacant.

Councilmember Berry-Maraist stated she would like to allow for adequate time for recruitment, therefore her last Council meeting would be on January 21, 2015.

Council concurred to begin advertising for the vacancy now, with an application deadline of January 15, 2015; and a special meeting to be held on January 24, 2015 to interview candidates.

# b. Continue Public Hearing: Proposed Water Rate Increase

Mayor Erickson stated this is a continued public hearing and requested public testimony. No public testimony was received.

Mayor Erickson closed the public hearing at 7:49 PM.

Councilmember McGinty suggested the connection fees be reviewed at least every two years, to ensure fees are keeping up with what is needed.

**Motion:** Move to close the public hearing on the water rate increase.

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

Motion passed unanimously.

**Motion:** Move to approve the increase of the base water rate per unit to \$14.13 and the water service connection fee to \$4,227 and authorize staff to prepare the necessary ordinances to adopt the increases and to adopt the proposed changes to the low income senior/disabled discount program as well.

**Action:** Approve, **Moved by** Berry-Maraist, **Seconded by** McGinty. Motion passed unanimously.

# c. Final Review and Approval of 2015 Budget

Finance Director Booher reviewed the final 2015 budget including the fund changes, changes to transfers, baseline adjustment requests and new program requests. Booher stated the Budget Ordinance will be coming forward at next weeks Council meeting.

Council discussed the transfer to reserves specifically for a new Neighborhood Streets program.

**Motion:** Move to approve the City of Poulsbo's 2015 Budget, as presented.

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

**Discussion:** Councilmember McGinty stated he will support the increased utility tax of 12%, up from 9% in 2014, as long as the percentage is reviewed and reduced in future years.

Councilmember Stern called for the question.

Motion passed unanimously.

### 7.EXECUTIVE SESSION – REAL ESTATE SALE PURSUANT TO RCW 42.30.110(C)

At 9:10 PM Mayor Erickson recessed the meeting into a 20-minute executive session, for the purpose of discussing real estate sale pursuant to RCW 42.30.110(c).

Mayor Erickson reconvened the meeting at 9:30 PM.

### 8. COUNCIL COMMITTEE REPORTS

- **a.** <u>Public Works Committee:</u> Councilmember Nystul reported Kitsap County has invited the Council to tour the Central Kitsap Treatment Plant; bid proposals have been solicited for the Noll Road Corridor design project; and Central Business District (3rd Avenue) update.
- **b.**Community Services Committee: Councilmember Henry reported on review of the Special Event application and process, and Poulsbo Fish Park update.

### 9. DEPARMENT HEAD COMMENTS

None.

### 10. CONTINUED COMMENTS FROM CITIZENS

None.

# 11. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- **a.**Councilmember Lord congratulated the Council on completing another budget season with a unanimous vote, and thanked the Finance Department for their hard work.
- **b.**Councilmember Berry-Maraist stated a transfer from Park Reserves for Fish Park may be coming forward and outlined the donations and volunteer efforts; and her attendance at the PSRC Growth Management Policy Board.

### **12.ADJOUNRMENT**

**Motion:** Move to adjourn at 9:49 PM.

Action: Approve, Moved by Henry, Seconded by Stern.

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Nicole Stephens, City Clerk, CMC