

POULSBO CITY COUNCIL MEETING OF DECEMBER 02, 2015

MINUTES

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

Staff: Finance Director Booher, Office Clerk II Diehl, Assistant City Engineer Lenius, Human Resource Manager Kingery, Senior Engineering Technician Hulst, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for October 2015
- * * * KEDA Quarterly Report
- * * * Resolution No. 2015-__, City Hall Closures
- * * * Resolution No. 2015-__, Adoption of the Revised Personnel Manual
- * * * Approval of Union Contracts
- * * * Resolution No. 2015-__, 2016 Salaries and Wages
- * * * Smoke Testing Services Contract Award
- * * * Summerset Division II Final Plat

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.

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

Motion passed unanimously.

3. **COMMENTS FROM CITIZENS**

Kim Colebrook, new resident to Poulsbo, stated he was a part of the steering committee for Poulsbo Preparedness Day and they have planned two Map your

Neighborhood Events, one on April 12th and the other on April 16th.

4. **MAYORS REPORT AND COUNCIL COMMENTS**

Councilmember Musgrove commented Julefest & Santas Breakfast events take place this Saturday.

Councilmember Thomas noted the Finance/Administration Committees recommendation for the following items appearing on tonights agenda: Resolution adopting the revised Personnel Manual and the Resolution on Salaries and Wages as stated in the summary statement.

Councilmember Stern feels Preparedness Day would be a great event and encouraged Mr. Colebrook to attend the Public/Safety Legal Committee meeting on the 3rd Wednesday of the month. Stern also greeted his new neighbor Jerry Block and thanked him for attending tonights meeting.

Councilmember Nystul expressed his appreciation for his fellow councilmembers.

Mayor Erickson informed the council of a free Holiday Concert by Poulsbo Community Orchestra at North Point Church this Sunday. Erickson thanked all the businesses and volunteers on Viking Avenue for their efforts in making this years Viking Tree Lighting great.

Councilmember Lord expressed appreciation to the Tree Lighting Committee and Herb & Elda Armstrong for all their hard work.

Councilmember Henry stated he was glad to be back from Northern Virginia and was sorry he missed the Tree Lighting Festival.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda item a.

The item listed is:

a. Payable Disbursements for October 2015

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


Motion passed unanimously.

6.  **BUSINESS AGENDA**

a.  **KEDA Quarterly Report**

John Powers, KEDA, stated: Lumithera, a small Poulsbo start-up business, appeared in the Kitsap Business Journal; he worked with the Economic Development Committee on the Economic Development chapter for the Comprehensive Plan; KEDA hosted a real estate forum which they were very pleased with.

Powers highlighted items from the 3rd Quarter KEDA report: county wide statistic of clients served; visits and presentations; start-up and early stage technology firms; 31 direct assists occurred which includes Procurement Technical Assistance Center classes and assistance; Business Attraction Activity and Business Retention and Expansion Activity cases; Other and General Marketing Activities; Marketing and Social Media Tools; Kitsap Connected Life + Work Video; Watson Video.

b.  **Resolution No. 2015-16, City Hall Closures**

Human Resources Manager Kingery stated this is a routine resolution which takes place yearly. Staff expects minimal public use of city services on December 24th and December 31st and recommends offices closed to public on these two days. Kingery noted staff will need to use leave if they choose not to come in.

Motion: Move to approve Resolution No. 2015-16, allowing City Hall to be closed at noon on December 24th and December 31st, 2015.

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

Motion passed unanimously.

c.  **Resolution No. 2015-17, Adoption of the Revised Personnel Manual**

Human Resources Manager Kingery noted: first Personnel Manual was adopted in 1983; this will be the seventh update since 1983; was extensively reviewed by the attorney for WCIA, the city's insurance carrier, and they recommended many of changes; was recommended for approval by the Finance/Administration Committee; Chapter two had the most important changes to it; Chapter five on Compensation was changed due to union negotiations; document appears on the

website to be view by public or other agencies; procedure for a new hire regarding the Personnel Manual.

Motion: Move to approve Resolution No. 2015-17, adoption of the revised Personnel Handbook.


Action: Approve, **Moved by** Thomas, **Seconded by** Henry.
Motion passed unanimously.

d.  Approval of Union Contract

Human Resource Manager Kingery reported: both contracts have been ratified by the Pouslbo Police Officers Association and Teamsters 589 Association; Medical Insurance stayed the same as in the past; VEBA stayed the same as in the past; Pouslbo Police Officers Association were granted a 2% wage increase for police officers and 3% wage increase for sergeants in 2016, 2¼% wage increase in 2017 and a 2½% wage increase in 2018 were granted; a weekday stand-by pay was negotiated for the Teamsters 589 contract; Teamster 589 employees were granted a 2% + \$0.29 wage increase for 2016, 2% wage increase for 2017 and 2% wage increase for 2018.

Motion: Move to authorize Mayor Erickson to sign the collective bargaining agreements between the City of Pouslbo and the Pouslbo Police Officers Association and Teamsters Local 589 effective January 1, 2016 to December 31, 2018.

Action: Approve, **Moved by** Henry, **Seconded by** Lord.
Motion passed unanimously.

e.  Resolution No. 2015-18, 2016 Salaries and Wages

Human Resources Manager Kingery reported: the 2016 salaries schedule will include all the wages which were previously discussed in the union contracts, along with a 2% wage increase for the management, non-represented employees, Mayor and Judge; includes council wages increases for positions 1-4; a new top step for the Accounting Manager which is an additional 3%; creates an Engineering Director position and eliminates Assistant Engineering position, with the current City Engineer being promoted to Engineering Director and the current Assistant City Engineer being promoted to City Engineer.

Motion: Move to approve Resolution No. 2015-18, adopting the 2016 Salaries and Wage schedules effective January 1, 2016.

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

Vote: Motion passed (**summary:** Yes = 6, No = 1, Abstain = 0).

Yes: Henry, Lord, McGinty, Musgrove, Stern, Thomas.

No: Nystul.

f. ► Smoke Testing Services Contract Award

Senior Engineering Technician Zavak reported on the City's Annual Sewer Inflow & Infiltration Reduction Program. Zavack noted: I & I test will be conducted in the Poulsbo Village basin; contract will provide smoke testing and investigation services to evaluate the inflow and infiltration in the Poulsbo Village Lift Station basin; this basin has been declared as having one of the highest values of I & Is in the city; results from the testing will help determine future capital I & I reduction projects; project was advertised on October 16th; bid opening was October 27th and one bid received by SFE Global Inc, in the amount of \$56,784.88; Engineering estimated cost was \$40,330.96; Engineering budget for 2015 is \$66,318.00 with another \$200,000 in 2016; project was recommended by the Public Work Committee.

Motion: Move to approve the Sanitary Sewer Smoke Testing & Evaluation Services contract to SFE Global Inc., in the amount of \$56,784.88 and authorize the Mayor to sign on behalf of the City.

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

Motion passed unanimously.

g. ► Summerset Division II Final Plat

Councilmember Stern recused himself from the discussion due to a professional relationship with David Smith.

Senior Engineering Technician Hulst reported: development is located in north Poulsbo adjacent to Vetter Road; parcel is 22.51 acres; division II will create 20 single family residential lots and one new city street; the only outstanding issue is one of the street lights still needs to be installed and will be installed January 7th; all the infrastructure is complete to the satisfaction of city staff; City Engineer

recommends approval.

Motion: Move to approve the Summerset PUD Division II Final Plat., **Action:** Approve, **Moved by** Musgrove, **Seconded by** Henry.
Motion passed unanimously.

7. ► COUNCIL COMMITTEE REPORTS

Economic Development Committee Meeting: Councilmember Musgrove reported they discussed the status of the YMCA update and the work done on the Comprehensive Plan Economic Development chapter.

Public Safety Legal Committee Meeting: Councilmember Thomas noted the proposed special meeting will not occur and meeting will be held on its normal day and time and requested to have the Poulsbo Preparedness Day Event be added to their next agenda to discuss.

Finance/ Administration Committee Meeting: Councilmember Thomas reported: they went over the final budget and it will be appearing on the 12/9 and 12/16 council agendas; the possibility of the proceeds from City Hall and other City owned properties sales to be used to finance the new debt from the PW Facility instead of paying down the new City Hall debt; bad debt write off for over \$1,000 will need council approval and there is one business which falls into this category.

PSRC Economic Development Committee Meeting: Stern reported a great military involvement in this committee.

Kitsap Regional Coordinating Council Meeting: Councilmember Stern noted KRCC would like to start their quarterly Planning Directors meeting one hour earlier to include all the four Kitsap County Cities Councils in order to be briefed on GMA and pending issues.

Councilmember Stern also noted he will be speaking at the upcoming Leadership Kitsap Economic Development Day and has been appointed to the Kitsap Transit Board.

Public Works Committee Meeting: Councilmember Lord reported: the SmartGov permitting software being purchased is on schedule and the committee recommended approval of a \$5000 budget amendment to apply it to on-call duties; update on the

4th Avenue speed complaints and the sign purchase; Kitsap Conservation District \$50,000 Grant to be used in Poulsbo for stormwater purposes and reducing our share to \$15,000; draft of the new concurrency ordinance; smoke testing contract; reviewed the baseline adjustment request & new program request for the PW Dept and recommends (\$5,000 to overtime line for Eng, \$1,000 for codebooks, \$5,000 for new laptops, \$1,660 for cell phones,\$20,000 for Radar speed signs, to wait on ADA Transition plan for \$75,000, and \$10,000 for thermoplastic to mark the streets).

8. ► DEPARTMENT HEAD COMMENTS

None.

9. ► CONTINUED COMMENTS FROM CITIZENS

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

10. ► COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Musgrove requested explanation of the Building Revenue handouts submitted by Councilmember Nystul. Councilmember Nystul explained his charts were cumulative of four components and the building department is approximately \$100,000 above this years projected revenue.

Councilmember Thomas reported the sales tax and revenues are doing well.

Councilmember Stern noted he will be absent from the next two meetings and wanted to wish everyone a Happy Holidays and Happy New Year.

11. ► ADJOURNMENT

Motion: Move to adjourn at 9:00PM.

Action: Approve, **Moved by** Henry, **None seconded.**

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, City Clerk, CMC

Respectfully prepared and submitted by Kati Diehl