## ITEMS DISCUSSED

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. PRESENTATION: STATE OF THE MUNICIPAL COURT ADDRESS – JUDGE CARRUTHERS
4. PUBLIC COMMENT
5. COUNCIL DISCUSSION: ETHICS PROGRAM
6. ORDINANCES/2ND READING: ORDINANCE NO. 2013-04, 2012 BUDGET CARRY-OVERS INTO 2013, AB 13-023 – FINANCE
7. ORDINANCES/1ST READING: REVISIONS TO DESIGN GUIDELINES FOR THE ERICKSEN AVENUE OVERLAY DISTRICT, AB 13-031 – PLANNING
8. UNFINISHED BUSINESS:
   A. KITSAP CONSERVATION DISTRICT INTERLOCAL AGREEMENT UPDATE, AB 13-037 – EXECUTIVE
   B. BUSINESS LICENSES FOR CONSULTANTS AND INTERNET-BASED DIGITAL SERVICE – COUNCILMEMBER LESTER
   C. [ADDED] RFP FOR CITY NEWSPAPER INSERTS – COUNCILMEMBER LESTER
9. NEW BUSINESS
   A. PROCLAMATION DECLARING WEDNESDAY, APRIL 10, 2013, AS ARBOR DAY, AB 13-037 – PLANNING
   B. PROCLAMATION DECLARING SATURDAY, APRIL 6, 2013, AS KIWANIS ONE DAY OF SERVICE DAY, AB 13-035 – MAYOR BONKOWSKI
   C. ROAD ENDS COMMITTEE RE-APPOINTMENTS AND APPOINTMENTS
10. CONSENT AGENDA
    A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
    B. SPECIAL/REGULAR CITY COUNCIL STUDY SESSION MEETING MINUTES, MARCH 6, 2013
    C. 2013 ISLAND-WIDE ASPHALT REPAIR CONTRACT AWARD, PUGET PAVING & CONSTRUCTION, INC., $126,819.20, AB 13-032 – PUBLIC WORKS
11. ~~REGIONAL~~ COMMITTEE REPORTS
12. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
13. FOR THE GOOD OF THE ORDER
14. ADJOURNMENT

**1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE** 7:01:40 PM
Mayor Bonkowski called the meeting at 7:01 PM. A quorum was present consisting of Councilmembers Blair, Blossom, Lester, Ward, and Mayor Bonkowski. Councilmember Hytopoulos arrived at 7:09 PM. Councilmember Scales arrived at 7:25 PM. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes. Everyone stood for the Pledge of Allegiance.

**2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE** 7:02:38 PM
Councilmember Lester recommended removing the word regional from committee reports listed on the agenda. She also requested a quick discussion on consultant and web-based and digital services business licenses as well as issuing an RFP for city newspaper inserts.

7:05:02 PM ***MOTION:*** *I move we approve the agenda as modified.*
***WARD/BLAIR*** *– The motion carried unanimously, 5-0.*

7:05:22 PM Councilmember Lester disclosed her family rents a home/office on Ericksen Avenue. There were no other conflicts of interest disclosed.

**3. PRESENTATION: STATE OF THE MUNICIPAL COURT ADDRESS – JUDGE CARRUTHERS** 7:06:03 PM
Municipal Court Judge Carruthers gave a PowerPoint presentation on the state of the municipal court. Court Administrator Hauth presented information on the juridical information system, electronic home monitoring, and video conferencing.

**4. PUBLIC COMMENT** 7:35:16 PM
There was no public comment.

**5. COUNCIL DISCUSSION: ETHICS PROGRAM** 7:36:45 PM
Erin Thomasson, Ethics Board Chair, explained what the general process was when the board receives a complaint. There was a brief discussion regarding recent events. Potential solutions and future amendments could include looking into the state's procedures, that the city clerk send complaints to both the ethics board and the respondent simultaneously and that third party notification, as outlined in the public records act, be considered. The topic was deferred to a future study session.

**6. ORDINANCE NO. 2013-04, 2012 BUDGET CARRY-OVERS INTO 2013, AB 13-023 – FINANCE** 8:25:38 PM
Finance Director Schroer introduced the ordinance.

> ***MOTION:*** *I move that the City Council approve Ordinance No. 2013-04 amending the 2013 Budget of the city to include carry-over items for work funded in 2012 but to be performed in 2013.*
> ***LESTER/BLAIR*** *– The motion carried unanimously, 7-0.*

**7. ORDINANCE NO. 2013-07, REVISIONS TO DESIGN GUIDELINES FOR THE ERICKSEN AVENUE OVERLAY DISTRICT, AB 13-031 – PLANNING** 8:26:26 PM

> ***MOTION:*** *I move that the City Council schedule a 2nd reading and a public hearing on Ordinance No. 2013-07, revising the design guidelines for the Ericksen Avenue Overlay District on April 10, 2013.*
> ***BLAIR/LESTER***– *The motion carried unanimously, 7-0.*

**8. UNFINISHED BUSINESS:**

**A. KITSAP CONSERVATION DISTRICT INTERLOCAL AGREEMENT UPDATE AB 13-037 – EXECUTIVE** 8:27:11 PM
Deputy Manager Smith followed up on Council's request for more information about the interlocal agreement. She explained that following research and discussions with other municipalities and conservation districts, using stormwater funds is an appropriate use since there is a nexus between the work on drainage issues, preventing non-point pollution and the City's work with complying with the stormwater NPDES permit. She described how staff would approach future cost allocations and Q1 budget adjustments.

**B. [ADDED] BUSINESS LICENSES FOR CONSULTANTS AND INTERNET-BASED DIGITAL SERVICES – COUNCILMEMBER LESTER** 8:34:37 PM
Councilmember Lester asked whether the Council would be amiable to adding business license requirements for consultant and web-based businesses. City Manager Schulze said he and the city attorney would look at the code and report on suggested improvements.

**C. [ADDED] RFP FOR CITY NEWSPAPER INSERT – COUNCILMEMBER LESTER** 8:38:52
Councilmember Lester asked whether the Council would be interested in asking the city manager to develop an RFP for a bi-weekly, weekly or monthly city newspaper insert for display advertisements and public notices. City Manager Schulze said he would be bringing back a report on a communication plan, which would include a broad range of opportunities for the improved communication in such forms as digital, written and out into the community. He noted he currently did not have staff identified that could provide context for an insert. The topic will be scheduled for a future meeting.

**9. NEW BUSINESS**

**A. PROCLAMATION DECLARING WEDNESDAY, APRIL 10, 2013, AS ARBOR DAY, AB 13-034 – PLANNING** 8:43:08 PM
Councilmember Lester and Mayor Bonkowski read the proclamation.

> ***MOTION:*** *I would like to move that the City Council approve the proclamation declaring Wednesday, April 10, 2013, as Arbor Day and authorize Mayor to Bonkowski sign it.*
> ***WARD/LESTER*** *– Motion carried 7-0.*

**B. PROCLAIMING DECLARING SATURDAY, APRIL 6, 2013, AS "KIWANIS ONE DAY OF SERVICE DAY AB 13-035** 8:45:59 PM
Mayor Bonkowski read the proclamation.

> ***MOTION:*** *I move that the City Council approve the proclamation declaring Saturday, April 6, 2013, as "Kiwanis One Day of Service Day" and authorize the Mayor to sign it.*
> ***LESTER/BLAIR*** *– Motion carried 7-0.*

**C. ROAD ENDS COMMITTEE RE-APPOINTMENTS AND APPOINTMENTS** 8:50:10 PM
Mayor Bonkowski explained how the committee member's terms would be staggered. Councilmember Ward suggested amending language in section 2 of Resolution No. 92-35.

> ***MOTION:*** *I would move that we add a sentence to that section that says the terms shall be staggered with two members serving one year, two members serving two and three members serving three years and thereafter all terms shall be three years in length.*
> ***WARD/NO SECOND***

Councilmember Blair suggested Council approve the agenda bill as presented with the anticipation that an entire package of commission and committee updates to scopes of work, terms, etc. will be forthcoming in late April/May. Councilmember Ward withdrew his motion. Councilmember Lester hoped the charge for this committee would be approved at the next meeting. Councilmember Hytopoulos believed some bright-line guidelines should be developed to establish basic responsibilities, limitations, etc.

8:58:11 PM ***MOTION:*** *I move that the City Council confirm the re-appointment of Bitsy Ostenson for Position 1; the term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

***MOTION:*** *I move that the City Council confirm the re-appointment of Jack Christensen for Position 2; with a term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

***MOTION:*** *I move that the City Council confirm the re-appointment of Don Fisher for Position 3; a term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

***MOTION:*** *I move that the City Council confirm the re-appointment of Eric Hoyte for Position 4; term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

***MOTION:*** *I move that the City Council confirm the re-appointment of Vince Larson for Position 5; with a term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

***MOTION:*** *I move that the City Council confirm the re-appointment of Roger Van Gelder for Position 6; a term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

***MOTION:*** *I move that the City Council confirm the appointment of Greg Spils for Position 7; term ending June 30, 2016.*
***BLAIR/LESTER*** *– Motion carried unanimously 7-0.*

**10. CONSENT AGENDA** 9:00:53 PM

**A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL**
Accounts Payable Void Manual Check Numbers 332464 through 332501, Manual Check Numbers 332568 through 332575, Regular Check Run Numbers 332576 through 332680 for a total of $167,769.61. Payroll Direct Deposit Check Numbers 027382 through 027487, Regular Check Numbers 106138 through 106140, Vendor Check Numbers 106141 through 106151 and Federal Tax Electronic Transfer for a total of $390.221.96.

**B. SPECIAL/REGULAR CITY COUNCIL STUDY SESSION MEETING MINUTES, MARCH 6, 2013**

**C. 2013 ISLAND-WIDE ASPHALT REPAIR CONTRACT AWARD, PUGET PAVING & CONSTRUCTION, INC., $126,819.20, AB 13-032 – PUBLIC WORKS**

Councilmember Lester made the following corrections to the March 6, 2013 minutes: page 44, should read: <u>Councilmember Lester</u> said that Council has not accepted <u>many</u> annual reports <u>and work plans</u> from committees and commissions. She recommended revising the Governance Manual to add guidelines regarding <u>presentation of annual reports and work plans by</u> committees and commissions.

***MOTION:*** *I move to accept the consent agenda with item B being amended. Item A is Accounts Payable Voucher and Payroll approval; Item B, Special/Regular City Council Study Session Meeting Minutes, March 6, 2013, Item C. 2013 Island-Wide Asphalt Repair Contract Award, Puget Paving and Construction, Incorporated for $126.819.20, AB 13-032*
***LESTER/BLAIR*** *– Motion carried unanimously 7-0.*

**11. ~~REGIONAL~~ COMMITTEE REPORT** 9:04:25 PM
Councilmember Lester reported that during the Kitsap Regional Coordinating Council meeting, public works directors recommended and the KRCC board approved that mid-range population allocation numbers be retained. Mayor Bonkowski reported attending the Kitsap Aerospace and Defense Initiative meeting in which it was mentioned that regional representatives would be attending the Paris Air Show to promote Kitsap County as a destination point for aerospace and defense work. He also reported on their continued involvement in STEM and the potential of having a STEM-based high school located in Kitsap County in the future. Councilmember Lester commented on STEAM, which stood for science, technology, engineering, arts, and math. Mayor Bonkowski asked that the city manager present a report as a standing agenda item. He confirmed ward-meeting dates. He indicated the June 2 council retreat would need to be rescheduled.

**12. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS** 9:11:46 PM
Councilmember Ward requested 10-15 minutes be scheduled for a presentation by the Housing Resources Board on the use of the Suzuki property. Councilmember Ward wanted to add a discussion and vote on the management of the water system to the April 10 agenda. Councilmember Lester commented on two upcoming opportunities (broadband access grant due April 30 and the AWC's municipal excellence award program due April 22). Council briefly discussed the earlier scheduling of the water system management discussion, vote, and related items. The public hearing for the water system was scheduled for April 10. Ethics was added to the TBD column. It was suggested that a column be added to the calendar indicating what the Council legally needs to act upon.

**13. FOR THE GOOD OF THE ORDER** 9:26:22 PM
Councilmember Lester announced items of local interest including the One World Tyco Japanese drum ensample, the 71st anniversary of the first forced removal of Japanese American in World War II, the police chief finalist reception and the business and home expo. City Manager Schulze reported he received good input at the expo.

**14. ADJOURNMENT** 9:30:13 PM
The meeting adjourned at 9:30 PM.

Steven Bonkowski, Mayor

Rosalind D. Lassoff
Rosalind D. Lassoff, City Clerk