



**City of Port Orchard
Council Meeting Minutes
Regular Meeting of April 14, 2020**

1. CALL TO ORDER AND ROLL CALL

Mayor Putaansuu called the meeting to order at 6:34 p.m.

Roll call was taken by the City Clerk as follows:

Councilmember Ashby	Present via Remote Access
Councilmember Chang	Present via Remote Access
Councilmember Clauson	Present via Remote Access
Councilmember Cucciardi	Present via Remote Access
Councilmember Diener	Present via Remote Access
Councilmember Lucarelli	Absent
Mayor Pro-Tem Rosapepe	Present via Remote Access
Mayor Putaansuu	Present via Remote Access

Staff present via Remote Access: Public Works Director Dorsey, Finance Director Crocker, Community Development Director Bond, City Attorney Archer, Police Chief Brown, and City Clerk Rinearson.

A. PLEDGE OF ALLEGIANCE

Mayor Putaansuu led the audience and Council in the Pledge of Allegiance.

2. APPROVAL OF AGENDA

MOTION: By Councilmember Clauson, seconded by Councilmember Cucciardi, to approve the agenda as distributed.

The motion carried.

3. CITIZENS COMMENTS

There were no citizen comments.

4. CONSENT AGENDA

A. Approval of Voucher Nos. 79096 through 79184, 79195 through 79288, and 79292 through 79405, including bank drafts in the amount of \$2,223,786.05 and EFT's in the amount of \$2,041.67 totaling \$2,225,827.72.

- B. Approval of Payroll Check Nos. 79185 through 79194, 79289 through 72291 and 79406 through 79415 including bank drafts and EFT's in the amount of \$642,729.09; and Direct Deposits in the amount of \$531,214.61 totaling \$1,173,943.67.
- C. Approval of the March 10, 2020, Council Meeting Minutes
- D. Approval of the March 17, 2020, Special Council Meeting Minutes

MOTION: By Councilmember Ashby, seconded by Councilmember Clauson, to approve the consent agenda as presented.

The motion carried.

5. PRESENTATION

There were no presentations.

6. PUBLIC HEARING

There were no public hearings.

7. BUSINESS ITEMS

A. Adoption of an Ordinance Amending Port Orchard Municipal Code Section 2.04.045 Remote Attendance

MOTION: By Councilmember Cucciardi, seconded by Councilmember Rosapepe, to adopt an ordinance amending Port Orchard Municipal Code section 2.04.045, pertaining to remote attendance, as presented.

Councilmember Diener pointed out a misspelling in the last Whereas section.

City Attorney Archer noted this is a scrivener's error and it will be corrected.

The motion carried.

(Ordinance No. 007-20)

B. Adoption of a Resolution Approving a Contract with the Washington State Department of Commerce for the McCormick Woods Sanitary Sewer Lift Station No. 2 Rebuild Project Grant

MOTION: By Councilmember Clauson, seconded by Councilmember Diener, to adopt a Resolution authorizing the Mayor to execute a Contract with the State Department of Commerce accepting a Direct Appropriations Grant for the McCormick Woods Sanitary Sewer Lift Station No. 2 Rebuild Project in the amount of \$800,000.

The motion carried.

(Resolution No. 010-20 and Contract No. 089-19)

C. Adoption of a Resolution Authorizing the Use of Digital and Electronic Signature Technology and Ratifying the Use of Electronic Signatures During Declared Emergency

MOTION: By Councilmember Clauson, seconded by Councilmember Cucciardi, to adopt a Resolution authorizing the use of digital and electronic signature technology, establishing an associated policy, and ratifying the use of electronic signatures during the declared emergency.

The motion carried.

(Resolution No. 011-20)

D. Adoption of a Resolution Approving a Contract with Northwest Cascade, Inc. for a Grinder Pump Installation Project at 4330 Bethel Avenue and Documenting Procurement Procedures

MOTION: By Councilmember Rosapepe, seconded by Councilmember Diener, to adopt Resolution No. 009-20, thereby approving Contract No. C039-20 with Northwest Cascade, Inc. for the Grinder Pump Installation at 4330 Bethel Avenue in the amount of \$16,132 (applicable taxes included) and documenting the Professional Services procurement procedures. In addition, this motion allows for the City of Port Orchard to pay the appropriate Sewer Connection Fees as required.

The motion carried.

(Resolution No. 009-20 and Contract No. 039-20)

E. Adoption of a Resolution Approving Continuity of Operations (COOP) / Continuity of Government (COG) Plan

Councilmembers, Mayor, and staff discussed the COOP/COG plan and resolution, to include the process of the plan, the involvement of staff, potential updates, language of the resolution, and the need for more time to review.

After further conversation, Mayor Putaansuu noted there will be no action on this item; however, it will be brought forward at next week's work study meeting and placed on the April 28, 2020, Council meeting agenda for approval.

F. Approval of a Contract with Hayter Industries, LLC for Public Relations, Marketing and Communications

MOTION: By Councilmember Diener, seconded by Councilmember Cucciardi, to approve a contract with Hayter Industries, LLC for Public Relations, Marketing, and Communications, as presented.

The motion carried.

(Contract No. 040-20)

8. DISCUSSION ITEMS (No Action to be Taken)

There were no discussion items.

9. REPORTS OF COUNCIL COMMITTEES

Finance Director Crocker reported on the April 14, 2020, Finance Committee meeting [held through remote access].

Mayor Putaansuu noted our committee meetings still need to meet, even if it cannot be in person.

Councilmember Ashby reported on a meeting her and Councilmember Clauson, on behalf of Kitsap Transit, attended with Representative Derek Kilmer. The meeting was held remotely through Zoom.

10. REPORT OF MAYOR

The Mayor reported on the following:

- Local COVID-19 testing facility;
- 80-hour Federal Leave Policy;
- Newspaper update for noticing requirements;
- Lodging tax funding;
- Parking enforcement;
- Spring Clean-Up canceled;
- Clock tower chimes volume; and
- Pee-Wee and Little League leases.

Council briefly discussed the leases and agreed they would prefer a month to month, or year to year lease.

- Public Health Board meeting held last week;
- Mayor's Exchange;
- Utility shut-off's and fees; and
- Bids received for the library repairs.

11. REPORT OF DEPARTMENT HEADS

Community Development Director Bond reported on the KRCC LUTAC [Kitsap Regional Coordinating Council Land Use Technical Advisory] meeting held last week.

Mayor Putaansuu noted the downtown study is still in our plan and Mr. Bond will be discussing this during the April 28, 2020, Council meeting.

Finance Director Crocker reported on utility shut off's and fees.

In response to Councilmember Diener, Police Chief Brown spoke to the volume and types of calls they are receiving.

Mayor Putaansuu discussed security improvements to City Hall and other facilities, and a grant opportunity for Kitsap Transit regarding a study for a downtown transit center.

12. CITIZEN COMMENTS

There were no citizen comments.

13. ADJOURNMENT

The meeting adjourned at 8:03 p.m. No other action was taken. Audio/Visual was successful.



Brandy Rinearson, MMC, City Clerk



Robert Putaansuu, Mayor

