



**City of Port Orchard
Council Meeting Minutes
Regular Meeting of April 28, 2020**

1. CALL TO ORDER AND ROLL CALL

Mayor Putaansuu called the meeting to order at 6:30 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	Present via Remote Access
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, HR Coordinator Lund, City Attorney Archer, Police Chief Brown, and City Clerk Rinearson.

Mayor Putaansuu stated pursuant to the Governor's "Stay Home - Stay Safe" Order, the City will take actions on necessary and routine business items. The City is prohibited from conducting meetings unless the meeting is not conducted in-person and instead provides options for the public to attend through telephone access, internet or other means of remote access, and also provides the ability for persons attending the meeting (not in-person) to hear each other at the same time.

A. PLEDGE OF ALLEGIANCE

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

2. APPROVAL OF AGENDA

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

The motion carried.

3. CITIZENS COMMENTS

There were no citizen comments.

4. CONSENT AGENDA

- A. Approval of Voucher Nos. 79416 through 79505, including bank drafts in the amount of \$636,903.58 and EFT's in the amount of \$150.03 totaling \$637,053.61.
- B. Approval of Payroll Check Nos. 0 through 0, including bank drafts and EFT's in the amount of \$0; and Direct Deposits in the amount of \$171,831.71 totaling \$171,831.71.
- C. Adoption of an Ordinance Delegating Authority to the Mayor to Create and Revise Job Descriptions for Positions Authorized by the City Council (**Ordinance No. 008-20**)
- D. Approval of an Interlocal Agreement with Kitsap Community Resources-Housing Solutions Center for the Affordable and Supportive Housing Grant Award (**Contract No. 045-20**)
- E. Approval to Excuse Councilmember Lucarelli from the April 14, 2020, City Council Meeting

MOTION: By Councilmember Rosapepe, seconded by Councilmember Cucciardi, 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 Delegating Authority to the Finance Director to Waive Late Fees, Penalties and Make Payment Arrangements as Applicable**

MOTION: By Councilmember Lucarelli, seconded by Councilmember Rosapepe, to adopt an ordinance delegating authority to the Finance director to waive late fees, penalties and make payment arrangements as applicable in the attached ordinance.

The motion carried.

(Ordinance No. 009-20)

- B. **Adoption of an Ordinance Reclassifying the Property Located at 2843 Harold Drive SE from Commercial Mixed Use to Business Professional Mixed Use**

MOTION: By Councilmember Ashby, seconded by Councilmember Rosapepe, to adopt an ordinance, as presented, granting approval of the site-specific rezone from Commercial Mixed Use to Business Professional Mixed Use for the property addressed as 2843 Harold Drive SE.

**The motion carried.
(Ordinance No. 010-20)**

C. Adoption of an Interim Ordinance Temporarily Suspending Approval and Permit Expiration and Tolling Procedural Deadlines for Processing Land Use Applications

MOTION: By Councilmember Clauson, seconded by Councilmember Diener, to adopt an interim emergency ordinance, as presented, temporarily suspending approval and permit expiration and tolling procedural deadlines for processing land use applications.

**The motion carried.
(Ordinance No. 011-20)**

D. Adoption of a Resolution Approving a Contract with American West Construction, LLC for the 2020 Library Water Damage and Roof Repair

MOTION: By Councilmember Diener, seconded by Councilmember Clauson, to adopt Resolution No. 012-20, thereby approving Contract No. C041-20 with American West Construction, LLC for the 2020 Library Water Damage and Roof Repair Contract in the amount not to exceed \$61,952.70 (applicable sales tax included).

**The motion carried.
(Resolution No. 012-20 and Contract No. 041-20)**

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

MOTION: By Councilmember Cucciardi, seconded by Councilmember Clauson, to adopt a Resolution adopting the Continuity of Operations / Continuity of Government Plan.

**The motion carried.
(Resolution No. 013-20)**

F. Approval of a Contract with Summit Law for Legal Services in the Area of Labor Negotiations and Relations

MOTION: By Councilmember Clauson, seconded by Councilmember Diener, to authorize the mayor to execute an agreement with Summit Law to provide labor law services as needed.

**The motion carried.
(Contract No. 046-20)**

G. Approval of an Addendum to Real Property Lease Agreement No. 042-15, with the South Kitsap Western Little League to Lease Givens Field No. 1, No. 2, and No. 3

MOTION: By Councilmember Lucarelli, seconded by Councilmember Rosapepe, to authorize the Mayor to execute an Addendum to Lease agreement no. 042-15 with the South Kitsap Western Little League, thereby leasing Givens Fields No. 1, No. 2, and No. 3 for an one (1) year term, with automatic renewals outlined in the contract as presented.

The motion carried.

H. Approval of an Addendum to Real Property Lease Agreement No.043-15, with the South Kitsap Pee Wee Association to Lease Givens Field No. 1 and No. 2 and the Basement of the Active Club Building

MOTION: By Councilmember Diener, seconded by Councilmember Clauson, to authorize the Mayor to execute an Addendum to Lease agreement no. 043-15 with the South Kitsap Pee Wee Association, thereby leasing Fields No. 1 and No. 2, and the basement of the Active Club Building for a one (1) year term, with automatic renewals outlined in the contract as presented.

The motion carried.

I. Approval of the April 14, 2020, Council Meeting Minutes

MOTION: By Councilmember Clauson, seconded by Councilmember Cucciardi, to approve the minutes of April 14th as distributed.

The motion carried. Councilmember Lucarelli abstained.

8. DISCUSSION ITEMS (No Action to be Taken)

There were no discussion items.

9. REPORTS OF COUNCIL COMMITTEES

Mayor Putaansuu reported the Finance Committee is meeting the second Tuesday of next month [May 12th]. The Economic Development and Tourism Committee is scheduled to meet May 18th. The Utilities committee is scheduled to meet May 19th. The Sewer Advisory Committee is scheduled to meet May 27th. The Land Use Committee is scheduled to meet June 1st.

Councilmember Ashby reported on the April 28th Transportation Committee meeting.

Mayor Putaansuu reported on today's Department of Emergency Management meeting.

10. REPORT OF MAYOR

The Mayor reported on the following:

- Letter from Kitsap Home Builder's Association;
- Weekly reports to employees and city staff updates;
- Kitsap Public Health meetings and festivals;
- Fireworks show fee refund;
- Extended foot ferry service;
- Parks and recreation spaces to be re-opened;
- Cares Act;
- Roundabout press release; and
- Sales at local businesses.

11. REPORT OF DEPARTMENT HEADS

Community Development Director Bond reported on the first public hearing with the Hearing Examiner on Zoom, and complaints related to beekeeping in a residential neighborhood.

Police Chief Brown reported they have been doing EOC [Emergency Operation Command] every week, working with DEM [Department of Emergency Management], and service calls.

12. CITIZEN COMMENTS

The City received a letter from citizen Mark Morgan regarding regulating the keeping of beehives on properties within City limits.

13. ADJOURNMENT

The meeting adjourned at 7:31 p.m. No other action was taken. Audio/Visual was successful.



Brandy Rinearson, MMC, City Clerk



Robert Putaansuu, Mayor

