



**City of Port Orchard  
Council Meeting Minutes  
Regular Meeting of August 18, 2020**

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**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, Community Development Director Bond, Finance Director Crocker, City Attorney Archer, Police Chief Brown, and City Clerk Rinearson.

Mayor Putaansuu stated pursuant to the Governor's Stay at Home, Stay Safe order, the City Council will be conducting the meeting via Zoom this evening.

**A. PLEDGE OF ALLEGIANCE**

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

**2. APPROVAL OF AGENDA**

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

**The motion carried.**

**3. CITIZENS COMMENTS**

**Mark Trenary**, South Kitsap Rotary Club, thanked the City for continuing to improve the pathway and our community.

**4. CONSENT AGENDA**

- A. Approval of Voucher Nos. 80253 through 80299, including bank drafts in the amount of \$117,145.26 and EFT's in the amount of \$8.59 totaling \$117,153.85.
- 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 \$0 totaling \$0.

**MOTION:** By Councilmember Rosapepe, seconded by Councilmember Clauson, to accept the consent agenda as presented.

The motion carried.

**5. PRESENTATION**

There were no presentations.

**6. PUBLIC HEARING**

**A. Update to the City's Development Fees Resolution**

Mayor Putaansuu opened the public hearing, and there being no testimony, closed the public hearing at 6:35 p.m.

**7. BUSINESS ITEMS**

**A. Adoption of an Ordinance Accepting Three Benches Donated from Rotary Club of South Kitsap for Additional Seating Along the Waterfront**

**MOTION:** By Councilmember Ashby, seconded by Councilmember Lucarelli, to adopt an Ordinance accepting a donation of the three benches valued at an estimated amount of \$9,336 from the Rotary Club of South Kitsap and the use of City Staff resources to install the donation for the purposes of adding seating along the waterfront pathway.

The motion carried.

**(Ordinance No. 022-20)**

**B. Adoption of an Ordinance Adopting a New Section 20.02.070 of the Port Orchard Municipal Code (POMC) Authorizing Adoption and Updates to Certain Fees by Resolution**

**MOTION:** By Councilmember Lucarelli, seconded by Councilmember Clauson, to adopt an ordinance adopting a new Section 20.02.070 POMC, authorizing the City Council to adopt and update fees by resolution relating to the administration of Title 20 POMC regarding applications, permits, appeals, and other land use and development services.

**The motion carried.  
(Ordinance No. 023-20)**

**C. Adoption of a Resolution Updating the Fee Schedules for the Departments of Community Development and Public Works**

**MOTION:** By Councilmember Cucciardi, seconded by Councilmember Clauson, to adopt a Resolution repealing Resolution 019-08 and Resolution 046-18 and establishing fee schedules for the departments of Community Development and Public Works as presented.

**The motion carried.  
(Resolution No. 034-20)**

**D. Adoption of a Resolution Approving a Contract with Pape and Sons Construction for the Maple Avenue Water Main Project**

**MOTION:** By Councilmember Cucciardi, seconded by Councilmember Diener, to adopt Resolution No. 025-20, thereby approving and authorizing the Mayor to sign Contract No. C058-20 with Pape and Sons Construction, Inc in the amount of \$1,272,629.50 (applicable taxes included) for the Maple Avenue Water Main Project.

**The motion carried.  
(Resolution No. 025-20 and Contract No. 058-20)**

**E. Approval of Amendment No. 1 to Contract No. 039-18, with BHC Consultants, LLC for the Well No. 13 Project**

**MOTION:** By Councilmember Clauson, seconded by Councilmember Lucarelli, to authorize the Mayor to execute Amendment No. 1 to Contract No. 039-18 with BHC Consulting, LLC, for the for the Well #13 Project in the amount of \$337,200 (for a total amended contract amount of \$1,255,110.00).

**The motion carried.**

**F. Approval of Change Order No. 3 to Contract No. 077-18, with Schneider Equipment, Inc. for the Well No. 13 Drilling Project**

**MOTION:** By Councilmember Lucarelli, seconded by Councilmember Diener, to authorize the Mayor to execute Change Order #3 with Schneider Equipment, Inc in the amount of \$20,609.33.

**The motion carried.**

## 8. DISCUSSION ITEMS (No Action to be Taken)

### A. Sewer Facility Charge Cashflow

Finance Director Crocker spoke to the Sewer Capital Facility Charge Cashflow for 2021-2022 noting this is a continued conversation. He discussed sewer connections anticipated to occur from 2021-2022; only includes sewer connections that are not credit eligible; sewer system capital improvement plan; inflation and interest costs; 'what-if' scenarios; debt services; and the Marina Pump Station project.

Discussions were held regarding current projects; Finance Committee conversations and recommendations; budget; and when to bring this forward for adoption.

**Council Direction:** No direction was given.

### B. Lodging Tax Funding Allocations for 2021

City Clerk Rinearson explained around this time each year, staff solicits applicants to apply for Lodging Tax funds that are used for tourism and marketing of the City to attract tourists.

At the August 10, 2020, Economic Development/Tourism committee meeting, committee members and staff discussed options on how the City should proceed in the funding allocation process for 2021, due to the amount of estimated revenue coming in lower than anticipated and with a significant amount of funds for 2020 not being expended. She provided some of the comments made during the meeting on how to move forward with the funding.

Discussions were held regarding what other jurisdictions are doing; current pandemic situation; projected allocations; bringing tourists to Port Orchard; revenues; asking organizations to reapply; allocation amounts; marketing Port Orchard and events and festivals; using a phased approach; and historical funding allocations.

**Council Direction:** Move forward with the Lodging Tax application process for 2021 but only for tourism marketing and with an estimated amount of \$100,000.

## 9. REPORTS OF COUNCIL COMMITTEES

Mayor Putaansuu reported the Finance Committee is scheduled to meet September 8<sup>th</sup>. The Economic Development and Tourism Committee is scheduled to meet September 14<sup>th</sup>. The Utilities Committee is scheduled to meet September 15<sup>th</sup>. The Sewer Advisory Committee is scheduled to meet September 16<sup>th</sup>. The Land Use Committee is scheduled to meet August 31<sup>st</sup>.

Councilmembers Ashby reported on the August 17<sup>th</sup> Transportation Committee meeting. The next meeting is scheduled for September 24<sup>th</sup>.

Mayor Putaansuu reported on several grant applications.

Councilmember Lucarelli reported the Festival of Chimes and Lights Committee is scheduled to meet August 24<sup>th</sup>.

Mayor Putaansuu reported on the Kitsap Public Health Board and he and Councilmember Clauson reported on ferry updates and sea trials.

#### 10. REPORT OF MAYOR

The Mayor reported on the following:

- No meeting next week;
- Port Orchard Cares Grant updates;
- Community Center meetings; and
- Bethel right-of-way updates.

#### 11. REPORT OF DEPARTMENT HEADS

Police Chief Brown reported on lateral position interviews; accreditations; and new Deputy Chief Donna Main and new sergeants.

Finance Director Crocker reported on the City's organizational assessment.

Development Director Bond reported on hearing examiner's decisions on several projects.


#### 12. CITIZEN COMMENTS

There were no citizen comments.

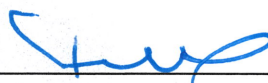
#### 13. EXECUTIVE SESSION

#### 14. ADJOURNMENT

The meeting adjourned at 8:24 p.m. No other action was taken. Audio/Visual was successful.



Brandy Rinearson, MMC, City Clerk



Robert Putaansuu, Mayor

