

## POULSBO CITY COUNCIL MEETING OF AUGUST 15, 2018

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Engineering Technician Roberts, Development Engineer Burgess, Public Works Office Manager Woods, IT Senior Technician Williamson.

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for July 2018
- \* \* \* Resolution No. 2018-12, Investment Policy
- \* \* \* Cedar Lane Sewer Extension Request
- \* \* \* PSE Night Work Request
- \* \* \* Single-Use Plastic Bag Limitation Discussion
- \* \* \* Council Goals Discussion

#### 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

Mayor Erickson pulled the swearing-in of Officer Kennedy until Chief Schoonmaker is back in town.

**Motion:** Move to approve the agenda as amended.

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

Motion carried.

#### 3. COMMENTS FROM CITIZENS

Michael Maddox spoke regarding the pros and cons of plastic bags.

#### 4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord reminded the public about the Rowing Regatta at Oyster Plant Park on Saturday starting at 6:30am and the Waterfront Park Street Dance on August 25.

Councilmember Thomas reminded everyone about the joint meeting with the North Kitsap School District on August 29 at 7:00pm. He reported the Parks & Rec Summer Concert Series had its last concert yesterday and the park was packed.

Councilmember Musgrove stated the entire upcoming weekend is the arts festival, and the waterfront dance is on August 25. At the waterfront dance there will be activities for the kids at the Sea Discovery Center.

Councilmember Stern stated the summer downtown events have provided an opportunity to showcase the tremendous improvements for the waterfront park. He encouraged citizens to ride Kitsap Transit's #44 bus. It's the only intra-city loop in Kitsap County. If ridership doesn't support the route, the route could be cancelled. They are arguing for an all day pass so people can be exposed to the convenience of riding a bus.

Councilmember Musgrove asked which committee would review this transit situation. It would be good to do some light marketing for the bus.

Mayor Erickson stated that because of the construction at the Seattle ferry terminal, the Seattle/Bainbridge boat has been delayed, causing it to miss bus connections. She and Commissioner Gelder have been getting complaints. Mayor Erickson asked for patience with the construction. Transit is aware of the situation.

Mayor Erickson confirmed that the waterfront dance is on August 25, and she thanked the Council for allocating \$3,500 from City funding to help support that dance. She thinks it is important to continue having this dance.

## **5. CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda as it stands.

The items listed are:

- a.** Payable Disbursements for July 2018
- b.** Resolution No. 2018-12, Investment Policy

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

**Discussion:** Councilmember Musgrove asked for a high-level overview of the functional differences between the proposed version and the existing version.

Finance Director Booher explained that the City already has an Investment Policy, but the updates in the new investment policy were functional or wording differences, and they are updating to the standards of the State. The operations haven't changed, minus

removing some investments, such as commercial paper. The policy was prepared by the Investment Advisor and updated by Accounting Manager Brown and herself.

Motion carried.

## **6. BUSINESS AGENDA**

### **a. Cedar Lane Sewer Extension Request**

Engineering Technician Roberts presented the agenda summary, noting 742 Cedar Lane is a single family residence located in the UGA adjacent to City Limits. This house has a failing septic and is pursuing an outside utility extension agreement in order to connect to City sewer in accordance with PMC 13.14. The health official has certified the septic as failing, and the small lot does not allow for installation of another septic system. The Public Works Superintendent has reviewed this request and recommended that the City allow the property owners to connect and sign agreements as required in the code. The provisions to allow connection have been met since this is a single family house with a failing septic certified by the health official, and it is necessary to protect public health and the environment. Public Works Committee has reviewed and recommended approval of this request at the meeting on August 8, 2018.

Councilmember Musgrove recapped that Public Works Committee heard the presentation on this. He noted that this is normally not allowed without special circumstances.

Engineering Technician Roberts said they typically go through this approval process because they don't want people in the UGA to get urban services without annexing into the City because they would be forfeiting connection fees, building permit fees, and the tax base, as well. They have been consistent with recommending these only to people with single family homes with failed septic systems or wells.

**Motion:** Move to approve the utility extension request for 742 Cedar Lane and allow them to connect to City sewer once the agreements have been signed and recorded in accordance with PMC 13.14.

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

Motion carried.

### **b. Puget Sound Energy Night Work Request**

Development Engineer Burgess presented the agenda summary, noting Puget Sound Energy (PSE) is providing upgraded lines across Viking Ave at Liberty Road. Currently, this line is in a degraded state and has already caused outages. The proposed work will cause an interruption in service for a period of several hours. To mitigate disturbance to local residents and business practices, PSE proposes working two crews for one night to finish the work.

Councilmember Lord asked if the residents on Liberty would have any power outages during this work. Development Burgess said PSE will be distributing information to residents prior to the work, because they will have service interruptions. They requested night work, in order to not disrupt normal business during the day.

Councilmember Musgrove said this was recommended by the Public Works Committee. They wondered if there could be a new policy to cover night work requests. The answer was the requests are unique enough in each way that they need to be reviewed.

**Motion:** Motion to approve Puget Sound Energy Night Work Request with working hours from 11:00 pm and 5:00 am.

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

Motion carried.

**c. Single-Use Plastic Bag Limitation Discussion**

Mayor Erickson presented the agenda summary, noting the Kitsap County Board of Commissioner is considering limitations on the distribution of single-use plastic bags in Kitsap. Mayor Erickson would like to have a discussion with the Council to find out if this is something the City of Poulsbo wants to consider imposing the ban as well.

Councilmember Lord stated that on the surface it sounds like a great idea to mitigate impacts, but before they jump into this, there is a huge education component that is missing for the citizens. There is a lot of stuff in our recycle bins that don't belong in there. She is concerned businesses would have to make a radical change. She supports compostable bags, but the businesses will have to absorb the costs. She is not ready to jump into this. They need to take the temperature of the citizens and the merchants.

Public Works Office Manager Wood stated that the City does provide recycling information on their solid waste site. This information is also sent out to each new resident.

Mayor Erickson noted that Shannon Wood is on the Solid Wastes Advisory Committee for Kitsap County, and she represents the City of Poulsbo.

Public Works Office Manager Wood also noted this was presented to the Public Works Committee in May, and Kitsap County is scheduled to come to a Poulsbo Council meeting in October to present this topic to the City.

Councilmember Stern asked if the County is waiting to see if the cities are on board, and if this would it stall them?

Public Works Office Manager Wood said Kitsap County would like to have all the cities on board, but it is not imperative. It would make things go more smoothly if everyone was on board.

Councilmember McGinty said he not supportive of investing a lot of effort at this point and would like to wait.

Councilmember Nystul recalled the Public Works Committee meeting and a document they received from Thurston County which was confusing with the statement "paper bags have a larger carbon foot print and produce more greenhouse gas emissions; plastic bags have a more significant impact on wildlife and ocean water quality." He would like more research on those statements. Regarding public education, when the City renewed the contracts with Bainbridge Disposal, he raised the issue of having labels on the recycle bin as to what goes in it. There are excellent handouts prepared by Waste Management that gives guidelines. It would be beneficial to communicate this information with citizens. At this time, he leans towards Councilmember McGinty's position.

Councilmember Thomas said for him it is a matter of what the rest of the County is doing. He does not want to be an outlier or an exception to the rest of the County. If the rest of the county is going this way, it makes sense for the City of Poulsbo to be part of the same standard.

Mayor Erickson said Port Orchard is working towards adoption, if they haven't done it already, and Bainbridge Island has it adopted. She does not know about Bremerton. The County is moving in that direction. The tide is turning in this direction, but this will take time and resources to do it. The City will need to reach

out to merchants and citizens and explain how this works. She asked if she should start working on this or wait until October after the County presentation.

Councilmember Stern suggested sending it back to the Public Works Committee to discuss pros and cons, especially what is useful to Poulsbo.

Councilmember Lord said they are at the beginning of the two-year budget cycle. They have no idea what this would cost. She would hate to dictate to everyone what to do, especially something they may resist. She would like outreach and education before deciding. The County's decision doesn't drive her decision.

Councilmember Musgrove would be willing to entertain more eyes on this issue between now and the presentation in October. If the Council has any questions or concerns, please send to the City Clerk so the Public Works Committee can look at their specific questions. He asked if there is any reason why this should not be a public referendum question.

Finance Director said this probably wouldn't be best for a ballot issue because they are not charging anything to the public. She recommended that Public Works put together a new program request as part of their budget for the public outreach to notify businesses.

Mayor Erickson summarized staff will submit a line item into the budget, this topic will be brought back to the Public Works Committee, and they will continue with the County's presentation in October. The City needs to be knowledgeable whichever direction they go.

Councilmember McGinty asked if all this effort is needed, if there is already consensus from the Council that they do not want to pursue this.

Public Works Office Manager Wood asked the Council to not take any action until they have heard the Kitsap County presentation in October.

Councilmember Musgrove said it would be good for Public Works Committee to look at the issue before October, so they are knowledgeable before having the meeting in October.

**d. Council Goals Workshop**

City Clerk Fernandez presented the agenda summary, noting the 2017-2018 goals, and the need to update the goals for the 2019-2020 budget.

### **2019-20 Council Working Goals**

1. Develop and Implement a "Neighborhood Streets Maintenance Program" (Responds to Community Goal #1 – Land Use and #9 – Revenues and Financial Stability)
  - a. Explore and Revisit "Neighborhood Streets Maintenance Program" and related costs as developed by Engineering Department in Council Workshop in coming year. Responsibility – City Council
  - b. Explore Funding Sources for "Neighborhood Streets Maintenance Program". Responsibility – City Council
  - c. Implement "Neighborhood Streets Maintenance Program" based on funding. Responsibility – Engineering and Public Works Departments

#### **Discussion:**

- Councilmember McGinty stated they have a program, but would like the plan formalized by identifying the streets and which years they will be done.
  - Mayor Erickson said she wants eight streets next year. Staff is trying to figure out costing factors. They also need to figure out which process is the best.
  - Councilmember Lord stated it would be beneficial to anticipate several years out beyond the 2019-2020 budget as to when the streets will be done.
2. Develop Long Term Economic Development Plan (Responds to Community Goal #7 – Economic Development)
    - a. Annually address the Comprehensive Plan Update as appropriate. Responsibility – Planning/Economic Development Committee/City Council
    - b. Explore and support the College Town concept, Nightlife Economy and appropriate business locations. Responsibility – Planning/Economic Development Committee/City Council
    - c. Explore alternative housing solutions. Responsibility – Planning/Economic Development Committee/City Council

3. Construct New Public Works Facility (Responds to Community Goal #4 – Capital Facilities)
  - a. Develop design/scope of work and proposed budget for construction. Responsibility – Mayor/Engineering/Public Works
  - b. Review design/scope of work and proposed budget. Responsibility – City Council
  - c. Decommissioning of old Public Works facility Responsibility – Mayor/Engineering/Public Works

Discussion:

- Councilmember Nystul stated that the Director of Engineering has a plan and it is underway.
- Finance Director Booher said it is okay to have items that are underway remain as council goals, because it shows the Council's priority. This lets the staff and citizens know this is a goal to complete.

4. Implement Dog Fish Creek Study (Responds to Community Goal #3 – Natural Environment)
  - a. Review Dog Fish Creek Study, identify projects in study and set remaining priorities. Responsibility – Engineering
  - b. Establish Funding for Implementation of Prioritized Projects. Responsibility – City Council
    - i. Investigate Hattaland Park.
  - c. Complete 8th Ave. Culvert Replacement. Responsibility – Engineering
  - d. Remove Brush and Willows along State Route 305. Responsibility – Public Works

Discussion:

- Mayor Erickson stated they cleaned up Centennial Park. Today they put the logs in. They are moving forward on it.
- Councilmember Musgrove asked if there is an end point that they are going to reach and at what point do they release it from its list.
- Finance Director Booher believes part of the large part is on the CIP, it is not completed, but continues to be updated.



5. Restore and Refurbish the Poulsbo Community Cemetery (Responds to Community Goal #2 – Community Character). Responsibility – City Council/Mayor

Discussion:

- Councilmember Musgrove stated this needs to stay on; they are still waiting for the master final plan to come through.
- Councilmember Lords agreed, and said they also need to help foster and promote citizen action plans.

6. Develop New Approaches to Promote, Engage, and Communicate with our Youth (Responds to Community Goal #2 – Community Character) Responsibility – City Council

Discussion:

- Councilmember Stern wants to know if any progress has been made on this goal.
- Councilmember Thomas said he has an initiative that he has been working on, and Councilmember Garland will be helping. They have an opportunity for a youth advisory council that he is working on. He's trying to get it out before August 29<sup>th</sup>. It's one way to engage high school students. It is in the Community Service Committee.

7. NEW GOAL: Develop and Explore the Executive Office

Discussion:

- Councilmember Thomas said he would like to bring before the Council the discussion of establishing a City Administrator for the City. This will take a couple years to get everything on track to happen if they are going to go that way. The Council already had a workshop, and the Finance-Administration Committee is going to discuss it next month, but they want to bring it to the rest of the Council as a committee of the whole to consider. It would be a big step for the city. It is a way to make sure there is a focus point for future administrations. The implementation will be after the current mayor's term. They want to have this discussion well ahead of time while there are no candidates announced for the next mayoral term.

- Councilmember Stern said the Finance-Administration Committee could come up with a reverse engineered milestone schedule to present to the full Council on the steps they would need to take if they wanted to move towards a change in the executive office in 2022.
- Councilmember McGinty said part of it is finding out what they don't know. There will be a lot of steps that they haven't identified yet.
- Councilmember Musgrove asked if this was to discover whether to go with Mayor with City Administrator or City Manager.
- Councilmember Thomas said they can look at both options, but their sense is the City Manager route would probably not be the favored route, and the City Administrator option would be more acceptable to the City Council, a future mayor, and the citizens. It is less of a change to the way the city is governed. Their sense is the City Manager option will not be successful, but they are certainly willing to look at it.
- Councilmember Musgrove hoped the committee hasn't presume a course of action without consultation of the Council of the whole.
- Councilmember Lord said they should word the goal to develop and explore this as a goal to see what is best for the City. Once they make a decision, they can come up with a strategy. They need to make an informed decision at the Council level how they want to go: 1) keep it the way it is, 2) city manager, or 3) city administrator.
- This will be transition planning for the executive level of government: 1) should it be restructured, and 2) how the potential restructure would occur.

## 7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember Thomas reported that they spent most of their time working on the biennial budget. They also discussed the possibility of a City Administrator, and they will be bringing it to the Council as a whole. They recommended approval of the new Business License Ordinance Update to align with the State of Washington's new requirements.

Lodging Tax Advisory Committee: Councilmember Nystul reported the committee will meet Tuesday, August 21 at 1:00 pm to hear the applicants' presentations and will meet on Wednesday, August 29 to decide the funding allocations.

## 8. DEPARTMENT HEAD COMMENTS

Engineering Technician Roberts noted that the Harrison Force Main project is moving quickly. The contractors will be working 7:00 am to 10:00 pm next week. The Engineering Department is finishing a TIB grant application for Noll Road for \$1.9 million.

City Clerk Fernandez will send an email to the Council asking for their availability for the dedication for the Herb's plaque. The proposed dates are September 9 or 16.

## **9. BOARD/COMMISSION REPORTS**

Councilmember Thomas attended the North Kitsap School District board meeting, and he sent an email summary of it.

## **10. CONTINUED COMMENTS FROM CITIZENS**

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

## **11. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember McGinty asked what the next step is for the court video arraignment system. Mayor Erickson said they need a budget amendment.

Mayor Erickson noted that the City Manager for City of Bainbridge Island quit. He was considered the best of the best. One thing about the city manager form of government is that it can be unstable, because the city manager basically has seven bosses. She encouraged the Council to look at the City Administrator.

Councilmember Stern stated Mayor Greg Wheeler is speaking at Rotary and talking about affordable housing on September 7.

## **12. ADJOURNMENT**

**Motion:** Move to adjourn at 8:26 PM,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk