

POULSBO CITY COUNCIL MEETING OF MAY 15, 2019

MINUTES

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

Staff: City Clerk Fernandez, City Engineer Lenius, Project Manager Hendrickson, Transportation Engineer Bateman, Contract Administrator Zieman, IT Manager Stenstrom.

ABSENT: Councilmember McGinty

MAJOR BUSINESS ITEMS

- * * * Minutes of April 17, 2019, Council Meeting
- * * * Kitsap Regional Coordinating Council ILA
- * * * Mental Health Status Update
- * * * PSE Night Work Request
- * * * Engineering & Building Update
- * * * Noll Road Improvement Project ROW Acquisition Approval
- * * * Resolution No. 2019-07, PRTPO Membership Agreement and Interlocal Agreement
- * * * Ordinance No. 2019-10, Traffic Impact Fees

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 p.m. and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Mayor Erickson noted the new updated PRTPO bylaws in the teal folders. The agenda stands as presented.

Motion: Move to approve the agenda as amended.

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

Motion carried.

3. COMMENTS FROM CITIZENS

Brendan Prior, NKHS student, is taking an AP Government class, and they have a project to make "change in the community." He recommended changes to improve the Viking Fest event for the future.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Thomas said Viking Fest is coming up as Poulsbo's premier event. He asked citizens to have patience with the increased traffic.

Councilmember Lord encouraged everyone to not be thwarted by parking issues and to come and enjoy the event. She noted the Poulsbo Farmers Market is open on Saturday at the Gateway Church on Hostmark, and the Lions Club has a pancake breakfast Saturday and Sunday morning. She commended Deputy Chief Brown for his appointment as the Port Orchard Chief of Police.

Mayor Erickson encouraged the public to attend Viking Fest this weekend.

Councilmember Musgrove shared the monthly Parks & Recreation e-newsletter. He shared that on Kitsap County's website (kitsapgov.com) if you search "getting you there", there is a story on how people got around on ships in the past.

Councilmember Stern encouraged the public to attend the Viking Tour (bicyclists) sponsored by Rotary.

Councilmember Garland said the cutest race is the kids' dashes on Front Street.

5. CONSENT AGENDA

Councilmember Musgrove noted he discussed with City Clerk Fernandez a change to the minutes. City Clerk Fernandez said the change is on page 8, paragraph 6, changing "confirmed they are" to "asked if the committee is".

Motion: Move to approve Consent Agenda as amended.

The items listed are:

- a. Minutes of April 17, 2019, City Council Meeting

Action: Approve, **Moved by** Stern, **Seconded by** Nystul.
Motion carried.

6. BUSINESS AGENDA

- a. **Kitsap Regional Coordinating Council (KRCC) ILA**

Mayor Erickson presented the agenda summary, noting the composition of KRCC and its functions. She provided the history of the City of Bremerton leaving the organization, and how they are looking to rejoin now that the by-laws are rearranged to change the voting structure. The proposed interlocal agreement adds the City of Bremerton back as a member.

Councilmember Lord is pleased the City of Bremerton is rejoining. She thinks it is vital that everyone participate and discuss publicly on how to proceed with policies.

Councilmember Musgrove noted many of the language changes are to add Kitsap Transit, and wondered why. Mayor Erickson said Kitsap Transit was always sitting on the board and were a paying member, as they should be because they receive a lot of the transportation funding dollars. The auditor said if they are paying money, they need to be a voting member. That is the change for Kitsap Transit.

Councilmember Nystul supports the agreement because it is significant to get Bremerton included. He objected to having undefined terms such as "category 1 local government" under the BARS section (page 6). He would like to know what that term means. Mayor Erickson will find out what it means.

Motion: Move to approve the interlocal agreement with Kitsap Regional Coordinating Council and authorize the Mayor to sign the agreement.

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

Motion carried.

b. Mental Health Status Update

Project Manager Hendrickson gave an update on the 2019 four-city navigator program and presented two grant opportunities: 1) Comprehensive Opioid Abuse Site Based Program grant and 2) 2020 County Request for Treatment Tax proposals.

Councilmember Lord asked about the city's responsibility on the second grant. Project Manager Hendrickson said there is no financial match for the grant nor a significant increase in staff responsibility.

Councilmember Stern said the City's program is now under consideration by the National League of Cities.

Councilmember Musgrove asked what the total budget of the program is, and how much of that budget was contributed by the City of Poulsbo, where other

contributions come from, and who the program serves on the whole. Project Manager Hendrickson said in round numbers, the program's total budget is \$350,000. Poulsbo contributes \$60,000 and Bremerton and Bainbridge Island pledged \$30,000 each in 2019 (she hopes they will continue that commitment in 2020). Councilmember Musgrove said part of why he supported this in the first place was he wanted social responsibility; an ounce of prevention is worth a pound of cure. He doesn't know if we will ever be able to quantify the issues that have been stemmed before they became expensive by dealing with them at this level. This is proactive instead of reactionary. He hopes this gets bigger and better as it moves forward. Project Manager Hendrickson said the obligation to the people of Poulsbo is something she takes very seriously. She has received so much appreciation from business owners, Fishline, library, and the prosecutor.

Councilmember Nystul said the county is collecting \$6M from the 1/10th of 1 percent, and we are asking for \$300,000. He wondered where the rest of the money is going. Project Manager Hendrickson said awards were given to 25 different agencies in 2019, and many more programs will be applying this year. Councilmember Nystul asked if there is any evaluation at the County level for the return on investment with the other organizations. Project Manager Hendrickson said there has been a consistent stress on producing metrics that shows the program's value. The County has been good at posting these metrics.

Mayor Erickson said this is Project Manager Hendrickson's creation and it wouldn't exist without her or the support of the Council. They are trying to grow the program. She is requesting approval to go after additional funding. She also shared that bill 1767 will allow more funding at the state level for these kinds of services. These services are so needed. The next big step is having therapeutic housing.

Motion: Move to approve staff application for Federal Comprehensive Opioid Abuse and County Mental Health, Chemical Dependency, and Therapeutic Courts grant funding.

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

Discussion: Councilmember Nystul asked if there would be two motions (county and federal grants). He asked about the federal program outline. Project Manager Hendrickson said it would provide two case workers that would take referrals from navigators and police officers at no financial cost to the City.

Motion carried.

c. PSE Night Work Request

Transportation Engineer Bateman presented the agenda summary, noting PSE is requesting night work permission for pole work at the intersection of Lindvig Way,

Bond and Front Street. PSE is requesting night work permission for pole work along Bond Road between Lindvig Way and SR-305. Night work is requested to reduce impact on daytime traffic and interruption of business entrances. No outages are expected. Dates of night work will range from mid-June to early July.

Councilmember Musgrove said the Public Works Committee received this presentation, and recommended approval.

Councilmember Lord asked if one lane will be open. Transportation Engineer Bateman confirmed one lane will be open.

Motion: Move to approve PSE Night work requests for work associated with Public Property Construction Permits E-10-19-18-02 and E-01-29-19-01.

Action: Approve, **Moved by** Musgrove, **Seconded by** Nystul.
Motion carried.

Councilmember Stern asked what the official closure date is for Forest Rock. City Engineer Lenius said the contractor will mobilize on Monday. She would anticipate it to be late next week or early the following week.

d. Engineering & Building Update

City Engineer Lenius presented the 1st Quarter Permitting report for Building and Engineering. Presentation highlights included summary of the quarter, project status, permitting history, achievements, and goals. She gave an update on the departments' 2019 work plan.

Councilmember Lord said this department is very complex and applauded them for their coordination with this software.

Councilmember Stern said this is outstanding work and looks forward to the quarterly reports. He asked if there is any relationship between the SmartGov software and this report. City Engineer Lenius said the first document was exported from SmartGov into Excel. The capital projects are done in Excel and are not in SmartGov. She said SmartGov is good for information on building permits or plats.

Councilmember Musgrove said Public Works Committee was impressed by how they captured the information in a format that is easily understandable. They also liked that they highlighted information that the department felt was important.

e. Noll Road Improvement Project ROW Acquisition Approval

At 7:57 p.m., Mayor Erickson recused herself. Alternate Deputy Mayor Lord continued chairing the meeting.

City Engineer Lenius presented the agenda summary, noting a negotiated right-of-way acquisition for the Noll Road Improvement project for the following property:

- Holt Distressed Property Fund, 2010 LP - Lands Conveyed, Temporary Construction
- Easement and Legal Costs Allowance - \$289,750

She provided the background of the project, the Noll Road ROW process, and highlights. The City Attorney has reviewed and approved the acquisition documents. This acquisition cost is included in the existing project budget

In response to Councilmember Lord, City Engineer Lenius said the source of the funding is 86.5% grant funded and 13.5% paid by the City.

Motion: Move to approve the Right of Way property acquisition for the Holt Distressed Property Fund 2010, LP totaling \$289,750.00 and authorize the Deputy Mayor to sign the Real Property Voucher on behalf of the City.

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

Motion carried.

At 8:04 p.m., Mayor Erickson returned to the meeting and continued chairing the meeting.

f. Resolution No. 2019-07, PRTPO Membership Agreement and Interlocal Agreement

Transportation Engineer Bateman gave a presentation on the agreement and resolution. Presentation highlights of the membership invitation included:

- RTPOs authorized by 1990 Growth Management Act (state)

- Voluntary association of local governments to ensure coordination of local and regional transportation planning
- Similar but complimentary to Metropolitan Planning Organizations (MPO) such as Puget Sound Regional Council (PSRC)
- Members of Peninsula RTPO include jurisdictions/agencies/tribes in Clallam, Jefferson, Mason and Kitsap counties
- Members having dual membership in PRTPO/PSRC include Kitsap County, City of Port Orchard, City of Bremerton, Port of Bremerton and Kitsap Transit
- PRTPO receives state funding in support of planning efforts
- No membership cost to member jurisdictions/tribes
- Opportunity to collaborate on regional transportation planning and help guide regional policies important to Kitsap and Poulsbo
- Peninsula RTPO Executive Board/Transportation Policy Board meets every other month
- Peninsula RTPO Technical Advisory Committee meets every other month (alternating with Exec/TPB)
- Recommended - 1 elected official on Executive Board/TPB, one staff member on TAC

Councilmember Stern said he has never heard this discussed at KRCC. He wondered why Clallam or Jefferson would want to share their funding sources and wondered why we haven't done this from the beginning. Transportation Engineer Bateman said he believes Poulsbo has not been a part of this to date, because it was staff workload concerns and lack of available funding. The funding that will come through PRTPO is mostly transit related. There is some opportunity to get a bus, for example. This will allow participation in regional planning, which affects us.

Councilmember Stern asked if this has been discussed at KRCC Transpol. Councilmember Nystul is not aware of this being discussed.

Councilmember Musgrove said Mayor Erickson briefed the Council at the last meeting. He is supportive of the agreement, because it is another funding source that could be available to the City, and there is no cost to the City to participate. We can effectively throttle up or back on our staff time to the level that suits our benefit. Transportation Engineer Bateman agreed. Kitsap County has been very active and shares a lot of information with the other jurisdictions when they cannot attend. He feels it is worth trying.

Councilmember Lord said mutual organizations getting together to lobby is always beneficial. Poulsbo is impacted by the Olympic Peninsula; it is beneficial to be at the table in the long run.

Councilmember Nystul said we have not participated for four years, but they are trying to get something re-organized to make it more beneficial. Since the only cost

is staff time, it is worth the try to see what happens. Transportation Engineer Bateman said he will be attending the meetings.

Councilmember Stern said ten years ago there was an effort to remove Kitsap County from PSRC and reorient our membership to the peninsula. It was a strong impression that you were either in or out of PSRC or go to the alternative PRTPO. To vote for this tonight, he would like it brought forward to the executive committee to have a conversation at KRCC regarding the PRTPO. Mayor Erickson said she could do that. She said this will allow us to provide for transit services for vulnerable populations. Poulsbo cannot do that through PSRC. Transportation Engineer Bateman said we get our STP funds through PSRC, our Transportation Alternatives through Kitsap County, and if we want the consolidated grant funds, it would have to come from PRTPO. He would never advocate for leaving PSRC. Having the dual membership is worthwhile.

Motion: Move to approve Resolution No. 2019-07, a resolution of the City of Poulsbo, Washington, authorizing the execution of the Peninsula Regional Transportation Policy Board Interlocal Agreement and authorizing the Mayor to sign the resolution on behalf of the City.

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

Discussion: Councilmember Lord said she remembers that time, and she is heartened that we have progressed to this point. She can support this because we don't have to commit funds, and we can use this as an experiment to see if it is beneficial to the City and get feedback from the Mayor on the KRCC Executive Committee discussion.

Motion carried.

Motion: Move to approve the ILA for the Peninsula RTPO to collaborate on regional transportation planning and authorize the Mayor to sign the ILA on behalf of the City.

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

Motion carried.

g. Ordinance No. 2019-10, Traffic Impact Fees

Transportation Engineer Bateman presented the agenda summary, noting in 2011, the City adopted Ordinance 2011-16, establishing that transportation impact fees would be collected under the authority of the Growth Management Act, and described the amount and method for calculation and collection of the impact fees. One of the key components of the impact fee amount, is that it is tied directly to the City's Comprehensive Plan's Capital Facilities Plan and the financial assumptions made in that Capital Facilities Plan, and that the fee shall be reviewed and adjusted

upon completion of updates to the Capital Facilities Plan and/or the Transportation Plan. Such an update was completed in May 2019, and therefore an update to PMC 3.86 is warranted. The 2019 Transportation Impact Fee Technical Document - the document setting forth the technical justification for the impact fee amount - has been updated based on the 2019 Comprehensive Plan Update and updated Capital Facilities Plan financial assumptions in Section 2 of the Comprehensive Plan. The technical document establishes the updated impact fee amount. Highlights of the changes included:

- Impact fee changed to \$564/trip to accommodate revised financial assumptions
- Technical document reference changed to March 2019 document
- Cost Indexing factor changed to June Seattle-Tacoma-Bellevue CPI-U
- Clarification of application timing requirement for Credits and Adjustments
- Clarification of improvements eligible for credit

Councilmember Stern said the is living proof that the City does not allow growth to happen burden free. The City of Poulsbo says that growth must pay for growth. This is proof that if you want to build in Poulsbo you will pay for your fair share.

Councilmember Musgrove said the Public Works Committee recommended approval.

In response to Mayor Erickson, Transportation Engineer Bateman said the Transportation Impact Fee for a single-family home is \$5,640, it is \$500 in Kitsap County. Kitsap County has not modified their impact fee in decades.

Motion: Move to approve Ordinance No. 2019-10, an ordinance of the City of Poulsbo, Washington, amending Chapter 3.86 of the Poulsbo Municipal Code in order to update the transportation impact fee amount; providing clarification for credits and adjustments; and providing for severability and establishing an effective date.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Public Safety/Legal Committee: Councilmember Nystul reported the Police Department is 91% done with their accreditation report; the Deputy Chief's last day is July 6 (possible internal recruitment); there is an operations plan for Viking Fest (volunteers directing traffic); they have a drone and crawling robot donated to the department; strategic plan

draft is available; and the Fire Department is monitoring the weather and the possible fireworks ban.

Economic Development/Tourism Committee: Councilmember Lord reported there may be a special Council workshop on May 22 at 3:00 p.m. to discuss the C1 Commercial Zone. A notice for quorum will come out.

Finance-Administration Committee: Councilmember Stern reported they discussed the Executive Office reorganization. They reviewed most of what was reported to Council. Because they are looking at a November 16 workshop of the council with the new councilmembers from the election, this would be one of the items to be discussed. It will be important that as they develop the concept and flush it out, if there are real concerns about proceeding, it would be important to work through those prior to the workshop. The point of the workshop would be for clarity, continuity, and good corporate governance. The committee needs to understand from the remaining Councilmembers what they might be uncomfortable with or need additional clarification on. By 2020, they are going to need to modify the budget for 2021. The groundwork needs to be laid well in front of any individual concerns from those running for mayor. If they were to proceed with it, at what point would they begin the interview and hiring process (background training and overlap for consistency).

Councilmember Thomas said they are not to the point of anything solid yet, these are all concepts they are reviewing. If they go with the option, there are gates they have to hit.

Mayor Erickson added she will do everything in her power to make sure this process is handled as professionally and seamlessly as possible.

Councilmember Musgrove said he attended the meeting to get more background. This is preparation of information, research and background, and looking into a variety of questions to present to Council for the Council to make a decision. A lot of assumptions have not been made, and the assumptions that have been made can be easily explained. They are cognizant that they are fact finding for the rest of Council at this point.

Councilmember Lord appreciates the committee's work. She said they have not made the decision to do this. Her take on the workshop in November is that it would not be a final decision, it would be to get more clarity. She is not sure how to bring forward concerns and discuss as amongst the existing council prior to the workshop. The new councilmembers would have their own concerns that may not be developed at that time. She doesn't want to move fast through this piece of it. Consensus still needs to be reached. She hopes FAC will put a white paper out of their findings. She would like to be able to study something that looks at the pros and cons, so they can more easily identify any concerns they might have. She does not want hasty conclusions. They have only decided the city administrator is far more to their liking than a city manager at this point.

Councilmember Musgrove said attending the committee meeting today left him with the impression that her concerns and the position she gave are right in line with what the committee is trying to answer.

Councilmember Stern would ask Councilmember Thomas to memorialize the points discussed at tonight's committee meeting.

Councilmember Stern reported that AWC is looking for hosts for the Newly Electeds Workshop in December. They need a response this week. Mayor Erickson said staff must be here to support the event, and she will have to check with their schedules.

8. DEPARTMENT HEAD COMMENTS

City Engineer Lenius said Forest Rock will be closed sometime next week.

City Clerk Fernandez asked who is attending the PSRC General Assembly on May 30 in Seattle. She needs to know by tomorrow.

9. BOARD/COMMISSION REPORTS

Councilmember Thomas said the NKSD Board of Directors discussed their capital budget (security upgrades and CCTV cameras – police would need to get new hardware to use it) and world language classes are looking to create classes for Suquamish and S'Klallam languages to be offered in Kingston.

Mayor Erickson reported someone from the UW Alcohol and Drug Institute set up a meeting with her regarding the needle exchange program changes to document the process and share with others if the changes are successful. She has been contacted by the County again regarding renewing the CDBG Home document recording fees. She is meeting with Mayors from the other cities to change this agreement to provide funding for Housing Kitsap (sustainable funding source).

10. CONTINUED COMMENTS FROM CITIZENS

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

11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Nystul shared the auditor's report for the City of Wapato, which had several findings.

Councilmember Thomas said things can go badly in municipalities. We want to keep Poulsbo running well.

Councilmember Lord said that is all the more reason to be exceedingly careful on whether to change the executive branch structure.

Mayor Erickson said that story is heartbreaking. She commended staff at the City of Poulsbo for all their hard work and dedication.

Councilmember Stern is heartened by the steps the City of Poulsbo is taking to decriminalize mental health issues.

12. ADJOURNMENT

Motion: Move to adjourn at 9:12 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk