

POULSBO CITY COUNCIL MEETING OF APRIL 8, 2020 (via remote attendance)

MINUTES

PRESENT: Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips, Stern.

Staff: Finance Director Booher, City Clerk Fernandez, City Engineer Lenius, Human Resources Manager Kingery.

MAJOR BUSINESS ITEMS

- * * * Department Head Reports
- * * * Budget Amendment/BA #20-2010, Park Benches
- * * * Resolution No. 2020-09, Temporary City Newspaper
- * * * Engineering 1 Position – Promotion Request

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

Motion: Move to approve the agenda as presented.

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

Motion carried.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl responded to a discussion from last week about the Poulsbo Farmer's Market. She spoke with some local farmers and said while there is a tendency to see the farmer's market as a social gathering space, that is not the original intent. Local farms are looking to stay afloat and sell products, and if the farmer's market is not allowed to open, they will have no place to sell their products. She received a three-page document of protocols the farmer's market is prepared to implement, and while the City has no decision-making power on the market, the City's opinion is important. She also noted there has been a huge increase in unemployment and food benefits applications, and the farmer's market is a great place to spend SNAP dollars.

Councilmember Lord thanked generous and proactive community members. She noted that Liberty Bay Auto is trying to stay open and do their part to help. During the month of April, they are providing first responders with free safety checks and oil changes, plus discounted repairs.

Councilmember Lord thanked Gateway Fellowship for opening a day shelter on Monday. They are open seven days a week from 11:00 a.m. to 3:00 p.m. for food, laundry, and shower services. She also thanked Kathi Foresee and the Viking Fest Corporation for canceling Viking Fest, which must have been a difficult decision.

Councilmember Musgrove reported from the EOC peak number of cases on March 28. He cautioned everyone that while they are on a downhill slide, it does not necessarily mean we are in the clear. He also agreed with Councilmember Livdahl, on the Farmer's Market, for example, that there needs to be universal guidelines (for businesses) that apply to everyone.

Councilmember Phillips thought that at a later meeting they could discuss the plastic bag ban, which is supposed to go into effect June 1, and the possibility of postponing it.

Councilmember Stern noted that the downtown business "That's a Some Italian" tried to do the pickup orders, but that wasn't working, so the owners used the ingredients they had and made food and donated it to the Poulsbo Police, Poulsbo Fire Department, and community organizations. Councilmember Stern also noted that there are a couple businesses downtown still open, such as Sluy's and Hot Shots. He asked the Mayor if the businesses staying open downtown and using large sandwich boards would cause a need to reduce the sign regulations during this time.

Mayor Erickson answered no, and that during extraordinary times the government needs to be as understanding as they can.

a. Department Head Reports

Finance Director Booher noted that she sent an email to the Finance Administration Committee members regarding auditing claims electronically and that if the Councilmembers have any questions to let her know.

Councilmember McGinty asked when the last batch would be scanned because he wants to audit all of it at once. Finance Director stated that the batches would all be scanned either Monday or Tuesday.

City Engineer Lenius noted that her departments (Engineering and Building) continue to work mostly from home. Permits keep rolling in, so there is a lot of work to do.

Mayor Erickson, along with Mayor Wheeler, saw the drive-through testing station in Bremerton on Sunday. The site can test 250 potential COVID-19 patients every day, but there are strict protocols for being seen: you must be symptomatic, be either essential workers and/or medical personnel, or in the at-risk age group. Patients will get the test results in two to six days.

Mayor Erickson stated that they need better testing in Kitsap County. There are new testing machines that can give test results in 15 minutes coming to Washington state, but none of them are slated to head farther west than Seattle. She is attempting to get one sent to the Kitsap Peninsula.

Mayor Erickson is focused on trying to keep her employees employed for continuity and their morale. She is concerned about the Parks and Recreation department, though, because all classes have been canceled until June, and many of their classes are held at the school district.

Mayor Erickson reiterated Gateway opened their day shelter on Monday, and they are feeding 30-40 people every day, and the Poulsbo's Help Line has about 70 volunteers helping those in need.

Mayor Erickson stated a bit of mask guidance, and it is now recommended by the CDC to wear masks. The cloth masks help prevent seemingly healthy, asymptomatic people from spreading COVID-19 to someone else. Kitsap County set up two quarantine facilities; one is in Seabeck and the other is in South Kitsap. The facilities are not for sick people, but rather those who need to be isolated away from others.

5. CONSENT AGENDA

Motion: Move to approve Consent Agenda item a.

The item listed is:

- a.** Budget Amendment/BA #20-2010, Park Benches (Booher/Lund)

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

6. BUSINESS AGENDA

a. Resolution No. 2020-09, Temporary City Newspaper

Finance Director Booher presented the agenda summary, noting it was confirmed on April 2, 2020 that Sound Publishing made the difficult decision to suspend their free

publications in Kitsap – the North Kitsap Herald, Central Kitsap Reporter, and Port Orchard Independent. They are still publishing the Bainbridge Island Review, a paid subscription paper, its website, and the Kitsap Daily News website. After discussion with the City Attorney, he recommended passing a temporary resolution to designate another newspaper company as the City's official newspaper until the City is able to complete a request for proposals (RFP). The RFP has been moved up due to North Kitsap Herald shutting down its operations. Finance staff will get the RFP out next week and the date for the new agreement is moved to June 1, 2020.

Mayor Erickson stated that she wanted to go with the Seattle Times and not the Kitsap Sun because the Kitsap Sun is owned by Gannet, a large national newspaper chain, and they just laid off a bunch of workers. She is concerned about the viability of small, local papers. She also noted that the City is going out for a large, expensive road construction project, Noll Road, and she says they'll have better visibility and potentially better bids by posting in the Seattle Times. She also believes that only a few large, regional newspapers will be left after the virus, such as the Seattle Times, which is family owned.

Councilmember McGinty asked about the Seattle Times' circulation, and Mayor Erickson noted that the newspaper has good circulation numbers in North Kitsap. She pointed out that public notifications should be online and publishing them in print form is antiquated and needs to be changed, but they must follow the state law. She also noted that the change will be stated on the website, and the notices are also published on the website.

Councilmember McVey agreed with using the Seattle Times, but he would like the Kitsap Sun included in the upcoming RFP.

Finance Director Booher stated that newspapers provide a certification list showing that they deliver in Poulsbo during the RFP process.

Councilmember Musgrove agreed with the Mayor on the direction of newspapers, but he is concerned about people having online access to the papers who do not subscribe to them. Right now, it is open access and you can read anything. Moving forward he would like to see free access to the articles that have to do with Kitsap.

Mayor Erickson said most newspapers charge for reading online content, and the Kitsap Sun locks their newspaper down, too, if you do not have an online subscription. This change is for a short time while they go out for an RFP.

Finance Director clarified that due to state law, newspapers must allow open access to anything related to governments.

Motion: Move to approve Resolution No. 2020-09, a resolution of the City Council of the City of Poulsbo, Washington, designating the Seattle Times as the City's temporary official newspaper for the term April 2, 2020 through July 31, 2020.

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

Discussion: Councilmember Stern asked if the North Kitsap Herald will resume printing newspapers when the virus is over. Mayor Erickson said the Herald should have reached out to the City because of the contract, but she can contact Nick Twietmeyer, the editor, to get an answer. Finance Director added that City Clerk Fernandez reached out to Sound Publishing, and it sounds like they may not plan on publishing any of the papers after the virus besides the Bainbridge Island Independent, which is a subscriber-based newspaper.

Motion carried.

b. Engineering 1 Position – Promotion Request

City Engineer Lenius presented the agenda summary, noting the Engineering Department is respectfully requesting that a current Senior Engineering Technician be promoted to Engineer I. This will provide an additional growth for this person and an approximate 3% increase from April 1 to December 31, 2020.

Motion: Move to approve the promotion of a Senior Engineering Technician to Engineer I effective April 1, 2020.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Livdahl reported that the Parks and Recreation Department is in flux because they don't know how far into the future they need to cancel events and preschool. They received a brief update on the PERC, they had four submittals, so that project is moving forward. Viking Fest is officially cancelled, and

they discussed a boat rendezvous in August, and there are no issues. They are delaying the July 3rd fireworks discussion to the next meeting. The Viking Fest Corporation reached out to Mr. Chiefstick's mother, and they are working together on some things, which could help people feel better about the event.

Public Works Committee: Councilmember Musgrove stated they went over most of the items within tonight's meeting. There will be Noll Road items coming to council next week. They are also getting COVID-19 impact updates, specifically for the Public Works department, which is currently down 20-25% in their workforce right now.

Finance Administration Committee: Councilmember Stern reported that they will have a meeting next Wednesday at 5:00 p.m. and will discuss the City Administrator position, and Councilmember Stern advised his fellow Councilmembers to inform City Clerk Fernandez if they plan to attend so they can notice for quorum.

Economic Development/Tourism Committee: Councilmember Stern reported that during the Governor's cutbacks last week, Western Washington University on the Peninsula's funding was not cut, and that when the economy is tough colleges fill up.

8. BOARD/COMMISSION REPORTS

Councilmember Musgrove noted that there will be a special virtual Housing, Health, and Human (HHH) Services committee meeting on April 15 from 4:00 to 5:00 p.m.

Councilmember Phillips pointed out that while schools may be physically cancelled, there is an online version.

Councilmember Stern stated that there is a virtual Rotary meeting on Friday morning at 7:00 a.m., and he invited Councilmember Kilmer to join, and everyone is invited to attend.

Mayor Erickson recalled that yesterday was her "Super Tuesday," but the Kitsap Transit meeting was cancelled. She is the Department of Emergency Management board chair, as well as the chair for Kitsap 911, and she also met with Kitsap Public Health. The groups are doing well. Elizabeth Klute, who runs the Department of Emergency Management, initiated a large, virtual EOC, and many people have volunteered to help with it. For instance, City Clerk Fernandez is working on social media for the EOC, while Public Works Office Manager Wood is working on the operations team.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord reiterated that people have been advised to wear masks. She wore one when she went to Rite Aid, and everyone was wearing one. She has a greater appreciation for first responders and medical professionals because the masks are uncomfortable, and she only wore hers for 20 minutes.

Councilmember Musgrove hoped that people can take time to appreciate the things they have.

Councilmember Stern received communication from the Police Department that it is Councilmember Phillips' birthday, so everyone wished him a happy birthday.

11. ADJOURNMENT

Motion: Move to adjourn at 8:05 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk