

POULSBORO CITY COUNCIL MEETING OF MAY 6, 2020
(via Zoom video/phone conferencing)
MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Police Chief Schoonmaker, Finance Director Booher, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, Health, Housing & Human Services Director Hendrickson, Engineer 1 Burgess, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for March 2020
- * * * March 4, 2020 Council Meeting Minutes Approval
- * * * March 11, 2020 Council Meeting Minutes Approval
- * * * March 18, 2020 Council Meeting Minutes Approval
- * * * April 1, 2020 Meeting Minutes Approval
- * * * Astound Telecommunication Master Permit Renewal
- * * * 1st Quarter 2020 Financial Status Report
- * * * Ordinance No. 2020-07, 1st Quarter 2020 Budget Amendments
- * * * Set Public Hearing Date for 6 Year TIP 2021-2026

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** Musgrove.
Motion carried.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord admires and respects everyone they are affiliated with, and she hopes all the citizens are doing well.

Councilmember McGinty has received a few comments and questions from citizens about reopening businesses, and his response has been that they are following the governor's guidelines. He noted that the City does not have much discretion on what they can and cannot allow.

Councilmember Musgrove stated that over the past several weeks he has seen many citizens in town and in their neighborhoods, and he stated that Poulsbo is a great community. Watching them to exercise responsibilities has been great to see.

Councilmember Phillips gave a shout out to North Kitsap School District's IT staff. They got laptops to all the kids who need them.

Councilmember Stern acknowledged Sluy's Bakery for making their famous smiley face cookies with facemasks. They received a lot of recognition for them.

a. Department Head Comments

Public Works Superintendent Lund stated that he is happy that they can mow lawns. Waterfront Park was mowed for the first time in two months. In City Hall, for the protection of staff and following recommendations of health guidelines, they are looking into plexiglass sneeze shields for the 2nd and 3rd floor counters. They will have openings for pass through, where you can talk to people and hand documents through. The materials cost \$3,500, and they are going to make the shields themselves.

Mayor Erickson noted they will probably need a budget amendment for the shield guards. They will provide six feet of separation between us and our customers as the building opens. The shields will not be permanent, but they will look like it.

Police Chief Schoonmaker said that the Police are receiving calls from citizens regarding people not social distancing. They are getting a positive response from those they've contacted.

City Clerk Fernandez stated that her department is working on the social media campaign "Poulsbo Cares," and if the councilmembers have their own messages they would like to share with the community, please email them to her to share. She is also working with Human Resources Director Kingery on creating an e-signature policy.

Parks and Recreation Director McCluskey met with her key staff on how they are going to move forward this summer under the governor's guidance. It looks like they

can start some programs during Phase 3. She will present their recommendations to the Mayor and then Community Services Committee next week. While she knows things can change, Parks and Recreation Director is hoping to do some programming this summer.

Finance Director Booher stated that the Finance Department is working on a possible payment plan application after the pandemic is over for homeowners who are struggling with utility payments. She also said they will extend penalty fee deferrals and shut offs until June 30.

Housing, Health, and Human Services Director Hendrickson spoke about the Poulsbo Cares initiative, which is a collaboration of volunteers, non-profits, city businesses, and medical professionals who are collaborating on ways to figure out how to help our vulnerable neighbors through a recovery process. Many people are getting meals, and others are using the facilities at Gateway. The Poulsbo volunteers have spent 170-200 hours delivering things to people's homes.

Councilmember Musgrove asked Public Works Superintendent Lund about the sneeze shields and if that is a COVID-related expense and would it be potentially back-charged to federal funding. Public Works Superintendent Lund confirmed they are tracking these expenses for possible reimbursement.

Mayor Erickson said while this is a bumpy time, they are going to get through it. During the latest gubernatorial announcement, a 4-phase reopening plan was presented. Each phase will last a minimum of three weeks, which means the best-case scenario is Phase 4 will begin mid-July. She spoke with Viking Fest Corporation, and they have cancelled the 3rd of July festival. Mayor Erickson is recommending no one plan an event for over 50 people before August 1. That is what the guidelines are headed towards.

Mayor Erickson's goal is to figure out how they can reopen their businesses in safe and healthy ways. She had a meeting on Monday with business owners, the Chamber of Commerce, and the Historic Downtown Poulsbo Association (HPDA), outlining some basic plans about opening businesses in safe ways. Councilmember Livdahl also attended this meeting.

Councilmember Livdahl added the Business Recovery Taskforce is holding Zoom meetings every Monday at 4:00 p.m. To make the biggest impact, she thinks the more business owners who join the better, because they have to come up with creative ideas. There is an opportunity for businesses to have consistent messaging and signage would be a big benefit throughout the town. There is the potential for branded facemasks and poster-sized signage, and they've secured a couple of domain names if they want to create a one-stop website for relevant information.

Mayor Erickson also noted that the idea that downtown businesses could also “spill onto the streets” to bring businesses onto the sidewalks and parking spaces to maintain 6-foot distancing.

Councilmember Livdahl stated that the Poulsbo Strong campaign reached its goal of \$10,000 in donations.

Mayor Erickson shared Noll Road bids open May 22 and the Finn Hill Shared Use Path project has begun.

Councilmember McVey asked if the businesses participating in the Recovery Taskforce were primarily from downtown or throughout the city, and Mayor Erickson answered that businesses throughout the city are participating.

5. CONSENT AGENDA

Councilmember Stern asked to amend the March 4, 2020, minutes, page 3, second paragraph from the bottom to change “home room” to “home rule”, and to add that the Governor attended the meeting.

Councilmember Lord asked to amend the March 18, 2020, minutes, on page 4, second paragraph down to add the name of the councilmember (it was missing).

Motion: Move to approve Consent Agenda items a through e with said amendments.

The items listed are:

- a.** Payable Disbursements for March 2020
- b.** March 4, 2020 Meeting Minutes Approval
- c.** March 11, 2020 Meeting Minutes Approval
- d.** March 18, 2020 Meeting Minutes Approval
- e.** April 1, 2020 Meeting Minutes Approval

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

6. BUSINESS AGENDA

a. Astound Telecommunication Master Permit Renewal

Engineer I Burgess presented the agenda summary, noting Astound, also known as Wave Cable, is an existing telecommunication provider throughout City limits. The original contract expired March 2020. There is a provision within the existing

agreement that the agreement can be extended for a period of five years at the discretion of the City Council. Based on discussions and review with the City Attorney's office, staff are recommending that the Council extend the master permit and undergrounding agreement for one year and revisit a longer renewal or extension of the master permit and undergrounding agreement once the COVID-19 state of emergency is over. This recommendation is due to the restrictions on the public participation due to the Stay Home, Stay Healthy order and the Governor's restrictions on the types of actions a city may take during the COVID-19 state of emergency. This proposed one-year extension ensures that Astound remains in compliance with the provisions of the master permit and undergrounding agreement, including the insurance and indemnification provisions. Once the COVID-19 state of emergency is over, staff expect to request that the City Council consider a longer renewal for an additional four years (for a total of a five-year extension).

Councilmember Lord asked if the motion should be expanded as a reminder that this contract needs to be revisited in a year for the renewal of the four additional years

Motion: Move to approve the one-year extension for the Astound Master Telecommunication Permit consistent with the agreement provided by the City's legal counsel, which provides for revisiting the Master Permit for an additional four years.

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

b. 1st Quarter 2020 Financial Status Report

Finance Director Booher presented the 1st Quarter 2020 Financial Status Report reviewing and discussing the 1st Quarter 2020 Financial Status Report, outlining revenues YTD, expenditures YTD, financial policy compliance, cash and investment balance, and capital project status year-to-date through March 31, 2020.

c. Ordinance No. 2020-07, 1st Quarter 2020 Budget Amendments

Finance Director Booher presented the agenda summary, noting budget amendments for the 1st quarter of 2020 were approved by the Council during January, February, and March. Exhibit A includes these amendments and summarizes the revised budget by fund.

Mayor Erickson asked anyone who wants to submit comments on this item to submit them to the City and they could revisit this approval.

Motion: Move to adopt Ordinance No. 2020-07, an ordinance for the City of Poulsbo, Washington, amending the 2019-2020 Biennial Budget adopted by Ordinance No. 2018-27 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion carried.

d. Set Public Hearing for Six-Year Transportation Improvement Program (TIP) 2021-2026

Councilmember Lord said this list was discussed by the Public Works Committee.

Mayor Erickson presented the agenda summary, noting the Council is asked to set a public hearing date for the City of Poulsbo's Six-Year Transportation Improvement Program (TIP) for June 3, 2020.

There are 15 projects on the TIP, and the City must conduct a public hearing to be eligible for federal and state funding. The proposed projects are:

1. Noll Road Improvements
2. Liberty Bay Waterfront Trail
3. Local Neighborhood Road Maintenance
4. City-wide Pavement Restoration
5. Finn Hill Road Overlay
6. Poulsbo Complete Streets Improvements
7. 4th Avenue Sidewalks
8. 3rd Avenue Sidewalks
9. Systematic Safety Improvements
10. Viking Avenue Complete Streets Improvements
11. 8th Avenue Safety & Mobility Improvements
12. Complete Streets Improvements
13. Transportation Demand Management
14. Medford Avenue Improvements
15. SR305 Park and Ride

Councilmember McVey asked how they would conduct a public hearing if the City is holding virtual meetings. Mayor Erickson answered that the public hearing will be done remotely, and they will have to provide written comments like they do with citizen comments.

Motion: Move to set the public hearing date for the City of Poulsbo's Six-Year Transportation Improvement Program (TIP) to June 3, 2020.

Councilmember Musgrove noted that the order of the projects is not completely arbitrary, but neither are they set in stone. This is a formality to get the projects on the list in order to apply for future funding opportunities.

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

7. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported that one-yard dumpsters are available to rent for free once per year, which is first come, first served, but there is a waiting list. People can also rent 2, 4, 6, or 8-yard dumpsters. Michael Bateman presented a TIB grant that they won for streetlights. The project will take 6-8 months, and 450-488 streetlights will be replaced with LED lights, which have a 10- to 20-year lifespan, at no cost to the City. Councilmember McGinty asked what the decrease in costs would be, and Councilmember Livdahl answered that it could be around \$70,000 per year savings.

Councilmember Lord said that Fish Park construction will start soon, where 510 feet of sidewalk will be added, as well as 12 new parking spots on Little Bond Road. Traffic flow on Little Bond will change, but most of the work will be done at night. She also mentioned that the Lemolo Siphon and transmission is going to cost a lot of money and they need to figure out how they're going to pay for it.

Housing, Health, and Human (HHH) Services Committee: Councilmember Musgrove reported that for the foreseeable future the committee will hold an additional meeting each month. He stated that emergency management is challenging, and that the long-term effects from COVID-19 will challenge the HHH in the future. There has not been an uptick in rental assistance requests. They discussed business loans and the Business Recovery Task Force.

Mayor Erickson reported on Poulsbo Cares: they are averaging 400 meals per week at Gateway, which is also serving as a day shelter; there are 70 volunteers delivering

prescriptions and groceries to those who are housebound and in need. Councilmember Livdahl added the volunteers logged over 200 hours. The partnerships they have had have grown so much, and they hope to keep them going strong afterwards.

Councilmember Musgrove stated that the local police departments are finding the navigator programs extremely beneficial. The navigators are bridging the gap. Poulsbo has been supporting this as part of a county-wide effort since 2016, and they are looking at dividing this up where Port Orchard and Bremerton would invest and control their own programs, and Bainbridge and Poulsbo would partner.

Councilmember Livdahl mentioned that the Farmer's Market is in a temporary location at Vinland Lutheran Church on Finn Hill every Saturday from 10:00 a.m. to 2:00 p.m. Shoppers have to sign a shopper's oath, committing to safety and health measures, and the farmer's market is updating their website and Facebook page with what is available so you don't have to browse. Dogs are currently not allowed at the market.

Mayor Erickson spoke with the local food bank managers, and while they are fine for now, they are worried about the next couple months, especially regarding the interruptions of food supply chains.

Councilmember Lord mentioned that there is an eviction moratorium right now. They spoke with Jon from the Housing Authority, and they are accepting some applications for rental assistance.

Finance-Administration Committee (FAC): Councilmember Stern reported that the state auditor entrance meeting will be on May 13. The Finance Department will post their legal advertising request for proposals soon. He also noted that late utility fee and shut off waivers are being extended through June.

Finance Director Booher stated they are also looking into the options of a payment plan for utility payments. They want to keep people's water turned on. Councilmember Stern stated that the payment plan details will be added to the website, and Finance Director Booher added that the payment plans will go into effect after regular services resume.

Councilmember Stern said they discussed the budget and a possible recession is coming. Through February, the City's sales tax is down 11% year-to-date through February. The heaviest setbacks were in construction. The committee spoke about the biennial budget review, and 80% of the general fund is spent on salaries and benefits. They are estimating a 7-15% cut in revenue, so they will chart possible cuts at the 5%, 10%, and 15% marks. They will re-review the budget mid-June and hopefully they will come up with some potential strategies.

Councilmember Musgrove asked if the city may get reimbursement for COVID expenses from the Federal CARES act, and Councilmember Stern replied that Congress gave the

state money, but they have not allocated any of it to cities/counties. Washington received \$3 billion, and \$330 million could be allocated cities/counties. Poulsbo could get approximately \$335,000, but the legislature must be in session to allocate the money.

Mayor Erickson said the City is recording expenses that are COVID-19 related, and if they don't receive CARES Act funds, they could try a FEMA request for reimbursement of some items. Finance Director Booher said they are working very hard to keep track of all expenses. FEMA has very strict restrictions on what can be claimed for reimbursement. There is a mandatory 25% match. She just set up a conference call with a FEMA representative next week. She will also be looking at the CARES Act, which does not have as tight of restrictions on it.

Councilmember Stern replied to Councilmember Musgrove's request for additional funding to support the Mayor's Office at this time. Due to the potential budget cuts, Mayor Erickson and the committee agreed they would not recommend a budget increase for additional staffing in the executive office. Additionally, while most of the Council agrees they want to move forward with the city administrator position in 2022, the budget situation may pre-empt them from moving forward with that. The committee will circle back in January 2021 once they really understand the budget implications. Councilmember McGinty said regarding extra funding for the executive office, he said the Mayor felt there were higher priority staffing needs in the City at this time, for example, another mechanic.

Councilmember Musgrove thanked the committee for considering his idea, and Councilmember Lord thanked the FAC for being honest and frank during this tough time.

8. BOARD/COMMISSION REPORTS

Councilmember Stern attended KRCC with the Mayor on Tuesday morning. The Port of Kingston is now a sitting member, and they reviewed all the jurisdictions' transportation projects. Councilmember Stern also attended PSRC, where they specifically discussed federal economic development district. They also discussed bringing a broadband proposal forward for inventory and identifying needs with CARES money.

Mayor Erickson attended the Kitsap Public Health District meeting on Tuesday. About two weeks ago, she was told COVID-19 testing was being done at an urgent care facility on Bond Road, but she later found out that was incorrect information. Through that exchange she realized there were some questions about testing protocols. She then had a meeting with some local doctors who asked Mayor Erickson about testing availability. Those doctors asked her to write an email to the health district, where she asked the following questions: 1) Who is doing testing in Kitsap County? 2) How many tests are being done? 3) What is the "chain of custody," that is, how does the information flow, of the testing data? 4) Are the dates which are reported the dates the tests are performed or are they the dates the test results are reported to Health District?

Mayor Erickson found out the Health District did not know who was testing in Kitsap County. As of last week, the Health District didn't know how many tests were being done.

On Tuesday, the Kitsap Public Health District announced that they figured out who was running tests, and there are about 40 places within the County and 8 in North Kitsap. There is no chain of custody data that is being represented. Health districts have systematically been underfunded for years. Right now, people who do other jobs within the Health District have been asked to help with things related to COVID-19.

To date, the Health District does not know how many tests are available, but they will poll clinics to find out. They need to know how many tests are being performed to prevent fraud. They need to make sure that the testing is reliable and make sure the data is projected up in an appropriate way and back down, how the state and the counties talked to one another. These are big criteria to open the county back up.

Mayor Erickson noted that there was a push to open the county early, which could be done if the governor's criteria were met for a waiver: the county must have a population under 70,000 and no positive tests for three weeks. Kitsap County does not qualify for the waiver due to population size and people continuing to test positive for COVID-19.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord asked every to stay well.

11. ADJOURNMENT

Motion: Move to adjourn at 9:08 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk