

## POULSBO CITY COUNCIL MEETING OF JUNE 3, 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, Public Works Superintendent Lund, Police Chief Schoonmaker, Planning Director Boughton, Engineer 1 Burgess, Engineer 1 Roberts.

### MAJOR BUSINESS ITEMS

- \* \* \* May 6, 2020 Meeting Minutes Approval
- \* \* \* AWC Presentation
- \* \* \* FatBeam Telecommunication Master Permit Amendment
- \* \* \* Public Hearing and Adoption of Resolution No. 2020-12, Six-Year TIP
- \* \* \* COVID-19 Pedestrian Safety Improvements – Phase 1 Fjord One-Way
- \* \* \* Summer Fair Proposal
- \* \* \* Executive Session for Personnel Matters RCW 42.30.110(1)(g)

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order 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** McGinty.

Motion carried.

#### 3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following emailed citizen comments into the record which are summarized below:

a. Christopher Stevens requested more accurate and complete summaries of citizen comments to be included in the written minutes, especially during these times when meetings are virtual.

b. Bill Adams wrote in support of allowing retail businesses to sell items outdoors and restaurants providing outdoor seating (where people feel more comfortable during this post-COVID lockdown).

- c. Megan Martin, Indigo Plum owner, state she supports the pedestrian safety improvements to Fjord, but asked that the CARES funding not be used for the project. She felt the funds should be spent on helping businesses.
- d. Dan Sluys, Sluys Bakery, wrote against using CARES funding for the pedestrian safety improvements on Fjord, and he did not believe the funding would be allowed for the project (costs related to COVID-19).
- e. David Hudson noted the City has done nothing regarding since the accident six months ago to encourage motorists to go the speed limit on Fjord. Now that the pedestrian safety project on Fjord is being considered and speed tables are being proposed for 6<sup>th</sup> Ave (which he supports), he requests speed tables also be installed on Fjord as well.
- f. LeAnne Musgrove, Hot Shots Java, wrote regarding the Mayor's "Summer Fair" proposal and requested using the Waterfront Park for additional merchant space instead of closing King Harold Vei into Anderson Parkway. She questioned if additional tables were added to the park, who would be sanitizing the tables. She wrote against using CARES funding for Fjord and preferred it be used for increased sanitation in public areas.
- g. Mario and Jessica Avalos, Northwest Land and Sea owners, questioned using CARES funding for pedestrian safety improvements when a sidewalk already exists. They noted the Mayor said pedestrians need more space, but shared why they felt spending on this project is flawed and shared additional questions and alternate suggestions on how to spend the money (add crosswalks in high risk intersections, fix or reroute the Jensen/Front intersection, repair broken light bulbs downtown, host summer events, install speed bumps on Front Street).
- h. Stephanie Sluys wrote against using CARES funding for pedestrian safety improvements on Fjord, noting other streets have similar pedestrian safety concerns due to social distancing. She questioned if pedestrians in the road was a concern, why the summer fair proposal was being considered. She felt CARES funding should be used to assist those directly impacted by the coronavirus, or to be used to do extra bathroom sanitation, extra garbage pickups, signage, or purchase PPEs.
- i. Kelly and Robert Michaels wrote in support of moving forward with the traffic study on Fjord Drive due to the large spike of pedestrian and bicycle traffic on the road this year, in addition to the increased traffic that will occur with the Johnson Way roundabout.

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

Councilmember Lord said they are dealing with a double whammy of COVID-19 issues and witnessing a horrific week of terrible violence nationally and locally. There is an overwhelming feeling of powerlessness, fear, anger, and grief. She encourages everyone to stay strong, positive, and be grateful we live in a loving community.

Councilmember McGinty said he was thankful to live in a city that protestors can demonstrate peacefully and know that we are listening to them.

Councilmember McVey agreed with Councilmember McGinty's comments. It has been a tough week. He lived in Minneapolis for 30 years, and he wants to ensure everyone that he will do what he can to protect everyone in equal justice under the law.

Councilmember Musgrove witnessed the peaceful protest in Poulsbo. He was thrilled to see constitutional freedoms in action. It is the right of everyone to voice their own opinion.

Councilmember Phillips stated that he condemns the death of George Floyd, and we need to stop the unjustified deaths of minorities. He doesn't want people to voice opposition for a few weeks then go back to status quo as has been done in the past. We need to take a stand against racism, and we need to work on the systemic problem. He feels the change starts with kids.

Councilmember Stern agreed with Councilmember Musgrove's and McGinty's comments on the large, peaceful protest yesterday, which was sponsored by the Kitsap Equity, Race, and Community Engagement (ERACE) Coalition. It was respectful and powerful.

Councilmember Livdahl stated regarding the killing of George Floyd by Minneapolis police, first and unequivocally, black lives matter. The inability of the nation to reckon with the brutal 400-year history of enslavement, systemic oppression, and white supremacy has reached a critical tipping point. To stay silent is to be complacent. We must do more, especially as white people. It's not enough to not be racist; we need to be antiracist. We need to hold each other accountable. As an organization and a community, they need to come together to make actionable change. She thanked Chief Dan for the letter he signed, condemning the death of George Floyd, and she is proud of the way the protest was handled. There were over 1,000 people at the protest standing together for black and native lives.

Mayor Erickson said she was incredibly proud of Poulsbo for the peaceful protest. She watched it on Facebook Live because her husband is medically fragile and concerned about COVID-19 and she has a tendency to be a lightning rod to many people who hold her accountable for many different things, even things she doesn't have control over. She agreed with Councilmember Livdahl, and they need to do things better. What

happened to Mr. Floyd is wrong, unconscionable, and she hopes those men are prosecuted to fullest extent of the law. Before the protest started, Mayor Erickson spoke with many police officers, stating that good cops hate to see bad cops. They've got to do something to change policing in America, but it has to go all the way up the food chain, to the prosecuting offices, public defense systems, and a need for systemic reformation in how they vote for judges.

## 5. CONSENT AGENDA

Councilmember Stern noted that on page 9, it should read \$300 million instead of \$3 million.

Councilmember Lord noted that on page 7, the second line in the Public Works Committee section, it should state, "first come, first served."

**Motion:** Move to approve the May 6, 2020 meeting minutes as amended.

The item listed is:

- a. May 6, 2020 Meeting Minutes Approval

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

## 6. BUSINESS AGENDA

### a. AWC Presentation

Councilmember Stern introduced Association of Washington Cities CEO, Peter King, to discuss COVID-19 and the impacts to Washington State:

- City budgets:
  - 86% anticipate revenue loss in FY2020
    - 52% - 5-15% reduction
    - 39% - More than 15% reduction
- National League of Cities (NLC) Study:
  - Project a 32.7% drop in own source city revenue for 2020 (\$3.8 billion)
  - Ranking: Washington cities sixth hardest hit/worst off
- Five facts on the pandemic's impact on state & local services/budgets
  - States and municipalities desperately seek ways to plug budget gaps.
  - Public-sector workers face layoffs throughout the nation.

- Thousands of public-school teaching jobs are at risk, advocacy group says.
- Governors also are asking Congress for aid.
- New spending will confront a partisan congressional climate.
- Federal/state support and assistance
  - CARES Act - \$150 billion Coronavirus Release fund
  - 2.176 billion to state
    - Kitsap County - \$14.85 million
    - Cities - \$30 per capita (\$335,400 for Poulsbo)
    - COVID-19 related expenses, NOT revenue replacement
  - Need: more direct, flexible financial assistance for ALL cities.
    - Ask: \$500 billion over next two years.
- Next steps
  - Special Session of the Legislature?
    - Projected \$7 billion shortfall (next three years)
  - Phased approach for reopening (Phase 1-4)

Mayor Erickson stated that the CARES funding directions are convoluted. She noted that they must submit for reimbursement by October 31, but she would like that extended to the end of the year.

Peter King reached the out to the Governor about this issue. They want to make sure that all the money is spent, whether it is through the county or state, so they want to be able to do an assessment at the end of October. He believes there will be an opportunity for them to be able to spend the rest of the money.

Councilmember McGinty asked if the money needs to be committed in a contract or does it have to be a completed project and final bill?

Peter King said he'll have to research that question, but he thinks it has to be committed to a project. He also reminded the Council that the annual AWC meeting is online this year, it's free to register, and they need three voting delegates from Poulsbo.

**b. FatBeam Telecommunication Master Permit Amendment**

Engineer 1 Burgess presented the agenda summary, noting FatBeam, LLC is a fiber optic telecommunication provider. They have a Telecommunication Master Permit, which was approved by City Council on March 11, 2020. This Master Permit is part of

a larger effort to provide new fiber lines to the North Kitsap School District facilities from Kingston to north Silverdale. FatBeam has encountered unexpected costs on the original route (Lincoln to Maranatha to Langaunet to Noll to Hostmark) and proposes a new route (Lincoln to Caldart to Hostmark) to save costs for the client. The previous Master Permit approval was route specific and not City-wide. For a new route to be constructed, an addendum to the original approval must be approved by City Council. Currently, FatBeam requests an amendment to their original agreement for the proposed revised route to streamline the process and leave the topic of a City-wide permit for additional discussion. The Telecommunication Master Permit First Amendment with FatBeam, LLC has been prepared by the City's legal team and reviewed by our City Attorney. It has also been reviewed and terms agreed to by FatBeam, LLC.

Councilmember Lord stated they had a healthy discussion in Public Works Committee about having a city-wide master permit, and they concluded that this was not the time to make that decision. More research will be needed to make sure it would work. They recommended approval to the City Council for this revision to the Master Permit.

Councilmember Stern supports the FatBeam amendment. During the AWC meeting, they are going to outline broadband service as an essential service.

**Motion:** Move to approve the Telecommunication Master Permit First Amendment with FatBeam, LLC as presented, allowing new fiber installation for the North Kitsap School District via the revised route included in Attachment B, and authorize the Mayor to sign the amendment on behalf of the City.

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

Motion carried.

**c. Public Hearing and Adoption of Resolution No. 2020-12, Six-Year TIP 2021-2026**

City Engineer Lenius presented the agenda summary, noting the Engineering Department is presenting the City of Poulsbo's six-year TIP for adoption. A SEPA determination of non-significance (DNS) was issued on April 23, 2020 for the 2021-2026 TIP.

The projects listed in the TIP 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. 4<sup>th</sup> Avenue Sidewalks
8. 3<sup>rd</sup> Avenue Improvements
9. Systemic Safety Improvements
10. Viking Avenue Complete Streets Improvements
11. 8<sup>th</sup> Avenue Safety & Mobility Improvements
12. Complete Streets Improvements
13. Transportation Demand Management
14. Mesford Avenue Improvements
15. SR305 Park and Ride

Mayor Erickson opened the public hearing at 8:22 p.m. Hearing no comments, she closed the public hearing at 8:23 p.m.

Councilmember Musgrove asked City Engineer Lenius if there would enough money to focus on all of Fjord Drive, not just sections at a time within the TIP. She answered no, there's not enough money to complete all of Fjord at once. The TIP focuses on general funding pots for projects they intend to seek money, or for grants they previously won and will be allocated to TIP projects. They were awarded \$200,000 for Complete Streets to pursue projects within the Pedestrian Safety Plan that were already prepared with the community.

**Motion:** Move to adopt Resolution No. 2020-12, a resolution of the City Council of the City of Poulsbo, Washington, adopting a six-year transportation improvement program for the years 2021-2026 and directing the same to be filed with the State Secretary of Transportation and the Transportation Improvement Board.

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

Motion carried.

Mayor Erickson noted that she forgot the Department Head Comments, which they will do right after the business agenda, and she noted they have an executive session at the end of the meeting. They will adjourn out of the executive session, and no decisions will be made regarding personnel.

**d. COVID-19 Pedestrian Safety Improvements – Phase 1 Fjord One-Way**

Public Works Superintendent Lund presented the agenda summary, noting that the City would like to implement traffic revisions to help with pedestrian safety due to the COVID-19 pandemic. The Phase 1 proposal includes closing Fjord Drive between Hostmark and 6<sup>th</sup> Avenue to two-way traffic. They would re-route northbound traffic, which will impact 6<sup>th</sup> Avenue traffic patterns.

The total costs are estimated at \$60,000, which will cover a traffic study for \$12,500, signs and markings for \$20,000, a speed table for 6<sup>th</sup> Avenue for \$20,000, and \$7,500 contingency.

On May 27, 2020, the Public Works Committee recommended moving forward with the proposed traffic study and Phase 1 of the Pedestrian Safety Improvements for Council approval.

Councilmember McGinty pointed out that the City normally does traffic studies then chooses a solution. For this project, it seems like the City has a solution and they are going back to do the traffic study.

Mayor Erickson answered that they have a theory on what they want to do, but they need to do the traffic study to see what would happen. The goal is to give people more walking space.

Councilmember McGinty asked what the scope of the traffic study is. City Engineer Lenius answered Parametrix will study what happens when traffic is changed to a one-way street on Fjord from 6<sup>th</sup> to Hostmark. They will use modeling to show what the impacts will be on other streets, noting that they may need to add additional stop signs at 6<sup>th</sup> and Hostmark. Because this would be a change in the city, they are required to conduct a traffic impact analysis.

Councilmember McVey supports moving forward with the traffic study.

Councilmember Livdahl received citizen comments about the project, and most people are in favor of it, but traffic speed is a concern, especially on 6<sup>th</sup> Avenue. She said they are aware of other streets that are problematic as well, but they have limited funding.

Councilmember Lord stated that the worst-case scenario for the project could be \$70,000. She is not sure if recommendations will cost more. She is not opposed to the study. The social distancing is a temporary situation, so she wondered if this is a permanent solution to a temporary problem. She wondered if the project costs increase to \$100,000 if that money could be used to help businesses/citizens in other, more productive ways. She asked if the pedestrian safety funding could be used. Engineer 1 Roberts stated we received around \$200,000 for specific pedestrian safety enhancement projects, and it is site specific and allocated to other projects. City Engineer Lenius added there is some flexibility with the Complete Streets funding.

Councilmember Musgrove said this was discussed in Public Works Committee. One issue is years and years of Fjord Drive concerns. Then the other issue is the current COVID emergency. The Fjord Drive residents and everyone in that residential area deserve a solution, and they have been working towards that for the last few years in the Public Works committee. Not just a section of Fjord, but all of it. He wants to see this move forward, but he wants to see this as part of a larger plan.

**Motion:** Move to authorize \$12,500 for staff to move forward with the Phase 1 traffic study as presented.

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

Motion carried.

**e. Summer Fair Proposal**

Mayor Erickson presented the agenda summary, noting a proposal for creating a "Summer Fair" environment in the downtown area and the rest of the city. This proposal would allow merchants to use certain designated private and public rights-of-way to voluntarily extend their shopfronts during the summer. The intent is to allow more space for citizens to shop and eat during this time that physical distancing is required when shopping in retail businesses or eating at restaurants/taverns under Phase 2 of the Governor's Safe Start plan. She believes they could head into Phase 3 by June 22<sup>nd</sup>. She's trying to offer opportunities to businesses.

Councilmember McVey thinks this should be reviewed by the Planning and Economic Development Committee. He noted that the sidewalks along Front Street are narrow, so they need to be careful about expansions as the businesses would need to give pedestrians space. He was also curious who would sanitize areas.

Mayor Erickson answered that if outdoor spaces are near shops, the shops would be responsible for cleaning the areas. If they decide to use larger areas, like the location of last year's carousel, the City would be responsible, and they would clean those areas twice a day.

Councilmember McGinty suggested there could be "group owned" sections who could be responsible for cleaning their designated sections.

Mayor Erickson answered that there would be an application process, which would include a diagram of their proposed space. Businesses will be required to apply, and they must use the public spaces nicely and be responsible for the space they occupy.

Councilmember Livdahl shared her concerns about the tables not being cleaned enough, and she wondered if they could have sanitizing wipes available to wipe down tables. Mayor Erickson answered they have been having trouble getting the dispensers, but she likes the idea.

Councilmember Lord asked if retail would be able to use this concept as well as the restaurants that have been discussed. Mayor Erickson answered yes, and she stated that the Summer Fair idea could be used all over the city.

Councilmember Musgrove is concerned about the logistics, stating they need to start getting ideas from businesses, and he would like to move this to committee.

Councilmember Lord pointed out that the next EDC meeting is on June 24, so the Mayor stated they may need to have a meeting sooner.

## **7. DEPARTMENT HEAD COMMENTS**

Police Chief Schoonmaker thanked his fellow chiefs and sheriffs for denouncing the incident that led to the death of Mr. George Floyd. What happened to Mr. Floyd was not public safety or law enforcement. It was criminal. He commended Kitsap ERACE for bringing the community together. He knows that there is a lot of work to be done by police departments. While the Poulsbo Police department have taken great steps with training, more and constant training is essential.

City Engineer Lenius stated that Engineering virtually opened bids for Johnson Parkway, and the low bid was Active Construction, Inc, which they plan on bringing to Council next week. They participated in a TransTac grant competition, where they won \$1 million for the north end of the Noll Road corridor. City Engineer Lenius had the opportunity to work with Housing, Health, and Human Services Director Hendrickson to help with an apartment building renovation issue, and City Engineer Lenius said it is great to see her in action.

Planning Director Boughton stated that they will try to have a special EDC meeting to discuss the summer fair idea. She encouraged all the Councilmembers to send her feedback/input regarding the housing equity questionnaire. She will be sending a development update soon.

## **8. COUNCIL COMMITTEE REPORTS**

Finance-Administration Committee: Councilmember Stern reported they reviewed jail costs (~\$500,000 per year). They also reviewed the Neighborhood Streets Program. They discussed budget cutbacks and revenue shortfalls, and they will have more information regarding this by the July 1 meeting. They also reviewed the proposed CARES/COVID costs. The Johnson Parkway bid was about \$1.6 million lower than expected. Excise tax is on track, but they are down about 22% in sales tax revenue.

Public Works Committee: Councilmember Lord reported they heard department impact reports. Starting with Engineering, they have normal workloads in abnormal times, and they just started issuing building permits. Public Works is split into three working shifts. In City Hall, employees are still concerned about coming back to the office, but the goal is to have one person per department in the office. Parks and Recreation is closely tied to the school district, so they have been working on contingency plans.

Lodging Tax Advisory Committee: Councilmember Stern reported the committee met on May 29. Parks & Recreation Director McCluskey sent a second letter to the grantees, asking them to shave another 15% off from their awards.

Economic Development/Tourism Committee: Councilmember Lord reported they were given a departmental update. The Planning Commission had their first virtual meeting, and the Planning department had their first virtual Hearing Examiner meeting. The Planning department has completed one preliminary plat, and they have two more waiting. Housing Kitsap's 100-unit apartment is moving forward, and they are hoping to break ground this summer. For now, most of the Comp Plan work is on hold. They are hoping the state legislature will extend the Comp Plan due date from 2024 to 2025. The critical areas/best available science review is in progress. The Housing Action Plan is also in progress. The Shoreline Master Plan has a light update, which is in progress. There are

minor changes coming to the zoning regulations, and the 2020 Comp Plan amendments will come to Council this summer. The Vanaheimr Appeal is happening live or virtual on June 24.

Housing, Health, and Human Services Committee: Councilmember Musgrove reported that the City acquired personal protective equipment and has distributed it to over 50 Poulsbo businesses. Gateway is serving about 500 meals per week, and Housing, Health, and Human Services Director Hendrickson has a good number of volunteers. The committee reviewed an updated agreement between the City and Kitsap Homes of Compassion. The contract is under the Mayor's signing authority, and the HHH committee recommends the Mayor renew the current contract for one year then review the new one later. The money would come out of her budget or a special mental health fund. Regarding affordable housing updates, the Hostmark Apartments are being renovated, at one unit per week. They also recently lost about 40 affordable housing units at Winton Woods.

Councilmember McVey asked if it would be possible to recognize the Poulsbo Cares volunteers in the future for their services. The Mayor has mentioned wanting to put together a party at the end of COVID and the volunteer recognition could fold into that.

Councilmember Lord added the Hostmark Apartments are 180 units in 10 buildings. The units are going to be done one at a time, and the people must exit during the day, and pack up their belongings. It is very stressful for these residents right now.

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

Councilmember Phillips stated that the middle school will host a drive-through 8<sup>th</sup> grade promotion on June 12. North Kitsap High School will have a virtual graduation on June 14 and June 19 is the last day of school.

Councilmember Stern attended the KRCC meeting on June 2 regarding transportation funding. The City was awarded \$1 million, which will be used for Languanet. KRCC will not meeting again until September.

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

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

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

Councilmember Lord wanted an update on the possible North Kitsap High School graduation procession. Mayor Erickson stated that gatherings of more than 50 people are currently prohibited, so they cannot endorse the procession.

Councilmember McGinty thanked the Mayor and her staff for the outstanding job they have been doing during the pandemic, civil unrest, and budget shortfalls. It is one of the most challenging times this city has faced.

Councilmember Musgrove is proud of our City. The staff is working hard, and he is proud of the community and neighborhoods. And he is proud of the protesters who were peaceful and the police department for how they managed it. We live in a great little town.

## 12. EXECUTIVE SESSION

Mayor Erickson announced the Council would recess into a 20-minute executive session to discuss personnel matters pursuant to RCW 42.30.110(1)(g). No action would be taken, and the meeting would adjourn from the executive session.

**Motion:** Move to recess into an executive session and adjourn from that meeting with no action to be taken,

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

Motion carried unanimously.

At 9:50 p.m., the City Council recessed into executive session.

## 13. ADJOURNMENT

At 10:10 p.m., the City County adjourned the meeting with no action being taken on the executive session.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk