

## POULSBO CITY COUNCIL MEETING OF NOVEMBER 18, 2020

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Lenius, Planning Director Boughton, Parks & Recreation Director McCluskey, Public Works Superintendent Lund, Police Chief Harding, Civil Engineer Raney, Administrative Services Manager Ziemann, Development Engineer Burgess.

### MAJOR BUSINESS ITEMS

- \* \* \* Minutes of November 4, 2020, Council Meeting
- \* \* \* Resolution No. 2020-24, City Hall Closure
- \* \* \* Pavement Maintenance Project Acceptance
- \* \* \* Resolution No. 2020-25, Salaries and Wages Update
- \* \* \* Poulsbo Meadows Final Plat
- \* \* \* State of City Parks Presentation
- \* \* \* Budget Work Session: Department Presentations and CIP
- \* \* \* Continued Public Hearing for 2021-22 Biennial Budget

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

Mayor Erickson called the virtual 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** Lord, **Seconded by** McGinty.

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 wished everyone a safe holiday with the Governor's new orders. She shared the Poulsbo Santa Drive-by schedule being done by Poulsbo Fire. She said

there is a drive-by tree lighting on November 27 at Viking Junction at the statue with a drive-by Santa.

Councilmember McGinty thanked Mayor Erickson for all her work with local businesses during these times. Mayor Erickson said HDPA and the Chamber have been amazing in their response.

Councilmember McVey encouraged everyone to be patient and kind during these new restrictions for the next month and try to enjoy the holiday season. He thanked HDPA, city staff and all the volunteers who helped decorate downtown; it looks beautiful.

Councilmember Musgrove hoped everyone had a good Veterans Day and gave his highest respects to our veterans. He thanked everyone in the community that volunteered with decorating downtown with holiday decorations. He looks forward to the Viking Statue lighting on November 27 and wished everyone a happy and safe Thanksgiving

Councilmember Phillips thanked the Chamber for doing the luncheon today. The conversation on diversity, equity and inclusion was great. He also attended the PACT meeting with the Police Chief this week, and a homelessness training last week. He encouraged everyone to be thankful for what they have and focus on the positives.

Councilmember Stern shared that Deputy Chief Grossman will be retiring at the end of the month after a 30+ year career in Poulsbo and thanked him for his service. He reflected on what a year it has been for the City's police department, and how it can be easy to create a black and white world of we and they, which is not fair and not real. It has taken a toll on the entire police force. He acknowledged the deep feeling and dedication these folks have for our community. He gave a deep heartfelt thank you to the department.

Mayor Erickson said Deputy Chief Grossman and others who have left during this time will be missed.

Councilmember Lord suggested at the end of COVID, the City needs to have a big party for all these retirees to give them a proper send off, even if it is after the fact.

Mayor Erickson thanked Councilmember Musgrove for the great job he did decorating downtown this weekend. She noted CenturyLink came and helped put up the lights, Public Works put up the Santa house, and hung lights and garland on the pavilion and waterfront railing. She also thanked Carol Ingles and Anita for leading the decorating efforts. A lot of merchants were down there helping as well as the Leos (Lions Club kids).

She addressed the closure of public restrooms in City parks. Parks bathrooms were closed in March when COVID started because of liability issues and inability to keep

them clean. When Kitsap County went into Phase 2, we gradually reopened them. Now, they are shut again, due to the increased infection rate of COVID. She reminded everyone that the County closed their restrooms in the spring, and never reopened them. She apologized for the inconvenience, but the City does not have an adequate way to keep them clean.

She announced on November 27 at 6:00 p.m. there will be a drive-by for the tree lighting at the Viking statue. She will be down there to wave as Santa goes by and invited the Council to join her.

She ordered ten more heaters and is ordering more tents for outside diners. The City received its first CARES reimbursement for expenditures through August 31. We have not received FEMA but received notification that it is coming.

#### **a. Department Head Reports**

Parks & Recreation Director McCluskey said they have a vacancy on the Parks & Recreation Commission in 2021. If you are interested, contact her or the Clerk's Office for more info.

Public Works Superintendent Lund said there was a small slide on Fjord Drive this afternoon. It is seven feet from the sewer and twelve feet from edge of the roadway. They will be monitoring to make sure the sewer and roads are safe and work with the property owner.

### **5. CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through c.

The items listed are:

- a.** Approval of November 4, 2020, Council Minutes (Fernandez)
- b.** Resolution No. 2020-24, City Hall Closure (Fernandez)
- c.** Pavement Maintenance Project Acceptance (Lund)

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

**Discussion:** Councilmember Lord reported that the Public Works Committee reviewed consent agenda item 5c and recommended approval to Council.  
Motion carried.

### **6. BUSINESS AGENDA**

- a. Resolution No. 2020-25, Salaries and Wages**

Human Resources Manager Kingery presented the agenda summary, noting the 2020 Salary Schedules include the following changes:

Teamsters:

- A new position, Senior Accountant, has been added to Range 38 replacing the Senior
- Budget Accountant position that has been removed from Range 37.

Management:

- The Accounting Manager position on Range 12 is removed.
- A new position, Lieutenant, has been added to Range 22, replacing the Deputy Chief
- position that has been removed from Range 23.

Non-represented:

- The Preschool Assistant position has been removed from Range 1 and the Preschool
- Coordinator has been removed from Range 4.
- The Accounting Clerk position has been removed from Range 10.

**Motion:** Move to approve Resolution No. 2020-25, adopting the Revised 2020 Salaries and Wage schedules effective December 1, 2020.

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

**Discussion:** Councilmember Musgrove asked what the difference is between Deputy Chief and Lieutenant. Human Resources Manager Kingery said the position is on the management schedule, and the operational and administrative functions will be split. It is one range lower than the Deputy Chief position.

Motion carried.

## **b. Poulos Meadows Final Plat**

Development Engineer Burgess presented the agenda summary, noting the infrastructure for the plat of Poulos Meadows, a 46 lot plat located adjacent to Noll Rd, has been completed to the satisfaction of the Engineering, Planning, and Public Works Department. Planning has identified two items which are required to be completed prior to recording the plat:

1. "Big Toy" structure and all other amenities must be installed.
2. All fencing must be installed.

3. All required landscaping installed, inspections complete, and bonding accepted by the City.

Poulsbo Meadows, as proposed for final plat, conforms to the terms of preliminary plat approval as addressed in the final plat staff report. Given that Poulsbo Meadows satisfies the terms of preliminary approval and conforms with Title 17 of the Poulsbo Municipal Code, the City Engineer respectfully recommends that the City Council approves Poulsbo Meadows final plat subject to the items listed above.

**Motion:** Move to approve the Final Plat of Poulsbo Meadows with final recording subject to the identified conditions which were 1) "Big Toy" structure and all other amenities must be installed, 2) all fencing must be installed, 3) all required landscaping installed, inspections complete, and bonding accepted by the City.

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

Motion carried.

#### c. **State of the City Parks**

Parks & Recreation Director McCluskey gave the State of the City Parks presentation. Presentation highlights included:

- The mission of the Parks & Recreation Department
- Review of services: Parks & trails, recreation & events, and facilities.
- History of parks acquisitions from 1960s to current date (154 total acres)
- How COVID has affected recreation programming: 2019 revenues (1053 programs), \$651,008; 2020 revenues (239 programs), \$263,914.
- How the City resumes programming once it is safe to do so
  - Need resources including experienced staff
  - Need facilities
- Recreation Center – need to decide what to do with the existing building.
- The Poulsbo Events & Recreation Center will be the future.

Mayor Erickson said Parks & Recreation Director McCluskey has done a remarkable job with the Park & Recreation program. With the change in leadership there will be a change in operations, and she wanted the Council to have this overview.

Councilmember Musgrove said social interactions and physical activities are going to play a very strong role in the community for mental health to start to reformulate how our community comes together and maintain its health. He congratulated Mary and her team for all they have done with the department.

Councilmember Lord said it takes a true leader to coordinate everything and make everything happen. She believes Parks & Recreation is not an orphan to the City, it is as much part of the City's charge to provide health and welfare, along with streets and utilities. It is a vital part to the mental and physical well-being of our citizens.

Councilmember Stern said at Finance-Administration Committee tonight they discussed the level of staffing necessary to maintain Park & Recreation readiness while recognizing the shortfalls in revenue. He questioned how much time they would need to start planning when we start to engage with the public again. Parks & Recreation Director McCluskey said they will need time to plan, they will need a full-time programmer, and they will need to know what facilities they will have available to them.

Councilmember McGinty said it sounds like they need a full-time person, but it is not currently in the budget. He asked if they could bring it back up with a half time person. Mayor Erickson said it is half-time now because there is no place to run programs. If we get to the point of opening back up, then we can increase the staffing levels. She wants a full-time programmer, but it cannot be paid for when they cannot run classes.

Councilmember Phillips said as a parent in the community, he needs the classes. Once we reopen, we will need to be ready for it and should start planning now.

Councilmember Musgrove said his concern is the timing. He asked if we were to assume by summer we could start doing classes, when would planning need to start. Parks & Recreation Director McCluskey said they would have to start planning in February for a full summer program in June.

Mayor Erickson said a full-time employee would be an increase of \$80,000 with no revenue to support it.

Councilmember McVey asked if we could use a contractor for some of this work given the situation. Once we have a better idea of timing, we could then ramp up the FTE. Mayor Erickson said she had contemplated getting several part-time planners with specialties, but she does not expect opening in any capacity until March, if we are lucky. If that is the case, we will have time to fine-tune this.

Councilmember Lord agreed with the need for flexibility. She does not want to lose the half-time person, but supplement the half-time person, and build the flexibility to have extra help if needed and bring it back to a full-time position when it is warranted.

Mayor Erickson said they have considered these options, but nothing will happen until the beginning of next year. Mayor Erickson thanked Parks & Recreation Director McCluskey and said our parks and recreation is one of the things that make Poulsbo Poulsbo.

**d. Budget Work Session: Department Presentations and City Improvement Plan (CIP)**

Finance Director Booher presented the agenda summary, noting the following departments will present tonight: Police, Planning, Public Works, and Lodging Tax. After these presentations, they will review the CIP.

Department Presentations:

Police Chief Harding presentation highlights:

- Poulsbo Police Department 2020 Year in Review
- Staffing Impacts (\$2.3M reduced to \$1.9M)
- Snapshots: Administration, Sex Crimes Trending Up, Patrol Staffing,
- General Fund Operational Baseline Adjustment Requests and New Program Request

Public works Superintendent Lund roadway preservation presentation highlights:

- He reviewed the lifespan of a road and when it drops in quality, the key is to stay ahead of the curve and stay above the complaint line.
- Once a road passes the point of deterioration, costly rehab and reconstruction will be needed.
- The goal is to use preventative treatments to add life to the road inexpensively to increase the road life by 40 years or more.
- He reviewed the 2016 Pavement Condition Survey: 51 roadway sections (7 miles) that are poor rated roads.
- Reviewed roads completed in 2017 and 2020, projects planned for 2021, and 2021-2022 estimated project costs, and current budget

Councilmember McGinty would like to know the analysis of Ridgewood once it is complete.

Councilmember Stern said a lot of roadwork has been done in the past, but on the main streets. The Council tried to address neighborhood streets. They have banking money for this, and now they are facing a COVID recession. The Finance-

Administration Committee is looking at a car tab transportation benefit district (TBD) to help fund the improvements. If we can repair before they reach the point of no return, it will greatly reduce the taxpayer cost of having to rip up and redo a road. These roads do not wait to deteriorate.

Planning & Economic Development Director Boughton presented her new program request in the context of the upcoming Comprehensive Plan Update. Presentation highlights included:

- PED mission statement, staff, and core services and functions
- PED permitting numbers and revenues 2008-2020 YTD
- Long range planning upcoming projects
- Review of how land use drives all city functions
- City of Poulsbo population annual growth 1980-2020
- Probable growth target scenarios
- Why the 2024 update is different
  - New population and employment from PSRC since 1998
  - Must ensure adequate land capacity for population and employment forecasts
  - Must ensure infrastructure capacity (sewer, water, stormwater, transportation, parks)
  - The GMA/PSRC landscape is different since our original population allocation and UGA designation in 1998
- Comprehensive Plan Work Plan 2021
- 2019 Mid-Biennium PED Department Budget
- 2022 New Program Request of \$50,000

Councilmember Stern asked where we stand with the budget. Planning & Economic Development Director Boughton said she has asked for \$15,000 for 2021 and the remainder in 2022. She believes the Mayor's recommendation is \$10,000 for 2021 and \$10,000 for 2022.

Councilmember McGinty asked if this puts her at risk by not being able to do some of these things sooner than later. Planning & Economic Development Director Boughton said it will be challenging, there is a lot of technical work that she recommends be done. They need to prepare for a UGA modification. They must accommodate the population, and the first step is to get the technical information.

She understands the current budget situation we are in, but this is a big deal for our City.

Councilmember McVey said they talked about this in Finance-Administration Committee today, but this was an area they felt nervous about in terms of being able to meet mandated responsibilities. They recommended additional funds to be waitlisted if revenues end up trending upwards.

Councilmember Musgrove said the information we are looking to gain for the studies for many decisions that will be made between now and 2024. Planning Director Boughton agreed when they go through the public hearing process in 2024, they must have the EIS done. They need decisions on densities, building heights, housing types, and what types of housing go in which zoning districts.

Councilmember Livdahl agreed with Councilmember Musgrove. These things are coming, and we can either respond in a prepared researched way or be reactive.

Councilmember Lord agreed with Councilmembers Livdahl and Musgrove. They discussed this in length in the PED committee. She said 2024 is the culmination; they must be in front of all of the data points that will end up in the comprehensive plan.

Parks & Recreation Director McCluskey Lodging Tax presentation highlights:

- Reviewed reductions in revenues for 2020 and estimated expenditures.
- Reviewed 2021 LTAC recommendations

#### City Improvement Plan

- 2021 Purchases
  - 22 Toughbooks (Laptop Computers) for Police Vehicles -\$110,000
  - Solid Waste Truck -\$400,000
- Growth Management Act –1990
  - Comprehensive Plan revision and update
  - Updated Functional Plans to be consistent with the Comprehensive Plan
- Capital Facilities Element
- Focus on Capital Budget for 2021-2022
  - Internally focus on long range funding of 6-year CIP
- Complete CIP is included with the Preliminary Budget
- CIP includes:

- 1st Section – General Purpose & Park Projects
- 2<sup>nd</sup> Section – Transportation Projects
- 3<sup>rd</sup> Section – Enterprise or Utility projects
- Focus - “2021-22 projects” column
- Public Works – PW Relocation
  - 2008 – Purchase Land, \$1,050,000
    - 2011 – Construction Phase 1: transfer station demolition and site clearing
  - 2014 Developed Site Plan
  - 2014/2015 Construction Phase II: Decant/Solid Waste Transfer Station: design completed, \$155,0000; construction, \$2MM (to be complete by EOY); DOE Grant, \$ 441,000
  - 2015 – Design Development, \$ 20,000: Site visits to regional facilities and program mapping
  - 2017-2019 Continued with pre-design
  - 2020 Investigating opportunities/options to move forward
    - Will be dependent on funding
    - Draft CIP prepared with no expenditures until 2024 Can amend if options change
- Parks
  - Reviewed progress of 2019/20 park projects
    - Completed: Austurbruin playground replacement, Waterfront Park north end improvements, Centennial park (upper), and Lions Park improvements
    - Poulsbo Fish Park – Phase IV (construction to be completed by 12/15/2020) and Rotary Morrow Community Park (design and permits completed by 12/31/2020)
  - Reviewed 2021/22 CIP park projects
  - 2023 and beyond: CIP projects
- Transportation Program
  - Projects in progress: Finn Hill Road, Johnson Parkway/SR305 Roundabout, Noll Road middle and north, and local neighborhood road maintenance
  - Reviewed 2020-2026 Transportation Capital Improvements
- Enterprise Program
  - Stormwater projects in progress: Johnson Parkway Stormwater/Culverts, Noll Road retrofit, S. Fork Dogfish Creek Basin Storm Retrofit, 8<sup>th</sup> Avenue Culvert

- Reviewed 2020-2026 Enterprise Capital Improvements (Storm)
- Sewer projects in progress: Johnson Parkway Sewer Improvements, Kitsap County projects, Sewer I&I evaluation, and long-term planning in process (sewer comprehensive)
- Reviewed 2020-2026 Enterprise Capital Improvements (Sewer)
- Reviewed sewer challenges and opportunities
- Water projects in progress: Westside Well Treatment of Manganese, Raab Tank & Booster
- Reviewed 2020-2026 Enterprise Capital Improvements (Water)

**Motion:** Move extend the meeting to cover the agenda.

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

Motion carried.

**e. Continued Public Hearing for the 2021-2022 Biennial Budget**

Mayor Erickson called for public comments at 9:59 p.m.

- Jaime Forsyth, WWU Small Business Development Center (SBDC) Business Advisor, gave a snap shop of how they are helping local businesses. She asked for the City's continued support of the program.
- Tony George, President and COO of Kitsap Bank and WWU Foundation Board member, expressed his interest of Western expanding themselves on the Peninsula. He asked the City to continue its critical support of the SBDC.
- CJ Seitz, WWU SBDC, shared the metrics of the SBDC and asked for the City's continued support of the program.
- Joe Morrison, KEDA, shared what they have been doing in support of local businesses during the pandemic and asked for the City's continued support and partnership.
- Carol Ingles, HDP, spoke regarding the agreement between HDP and the City for watering services and the need for the contract amount to be increased due to the increase in cost of services (the contractor's rates have increased and they are watering more plants)

**Motion:** Move to close the Public Hearing on the City of Poulsbo's 2021-2022 Biennial Budget.

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

Motion carried.

At 10:18 p.m., Mayor Erickson closed the public hearing.

## **7. COUNCIL COMMITTEE REPORTS**

Reports deferred to 12/2/2020 Council meeting.

## **8. BOARD/COMMISSION REPORTS**

None.

## **9. CONTINUED COMMENTS FROM CITIZENS**

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

## **10. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Livdahl shared the flyer from the Kitsap Public Health District advising the public on ways to stay safe during Thanksgiving. She asked everyone to support local businesses if they can.

Councilmember Lord said the Art Committee is interviewing two qualified artists. She hopes everyone has a lovely Thanksgiving and asked everyone to support their local businesses

Councilmember McGinty wished everyone a happy Thanksgiving.

Councilmember McVey thanked Deputy Chief Grossman for his service and noted Sheila Danielson's last day was today, she is moving to Montana to be the Finance Director of the City of Helena. He wished everyone a happy Thanksgiving.

Councilmember Musgrove appreciated the community involvement with the budget process. He thanked the Finance Department and Deb Booher with moving this process forward.

Councilmember Phillips thanked Deputy Chief Grossman for his service, thanked the Poulsbo Police Department for keeping Poulsbo safe, and everyone to stay safe and have a happy Thanksgiving.

## **11. ADJOURNMENT**

**Motion:** Move to adjourn at 10:23 p.m.,

**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