

## POULSBO CITY COUNCIL MEETING OF DECEMBER 16, 2020

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Human Resources Manager Kingery, Parks & Recreation Directors McCluskey & Schoonmaker

**ABSENT:** Councilmember Stern

### MAJOR BUSINESS ITEMS

- \* \* \* Minutes of December 9, 2020, Council Meeting
- \* \* \* Kitsap County Juvenile Detention Facility ILA Amendment
- \* \* \* Kitsap County Traffic Safety Task Force ILA 2021-2025
- \* \* \* Budget Amendment BA#20-0402, CARES/FEMA Reimbursements
- \* \* \* Budget Amendment BA#20-0403, Cemetery Archway
- \* \* \* Ordinance No. 2020-\_\_, Adoption of 2021-2022 Biennial Budget
- \* \* \* Resolution No. 2020-27, 2021 Salary and Wages Update
- \* \* \* PERC ILA and Project Update
- \* \* \* Final Debt Write Off
- \* \* \* Resolution No. 2020-28, Purchasing Manual Update
- \* \* \* Boards & Commissions Reappointments
- \* \* \* Executive Session Regarding Real Estate Matters

### 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

Mayor Erickson noted there would be an executive session added at the end of the meeting for 30 minutes regarding property acquisition.

**Motion:** Move to approve the agenda as amended.

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

Motion carried.

### 3. COMMENTS FROM CITIZENS

City Clerk Fernandez read a written comment from Rita Hagwell regarding her water rights issued April 1973 and her 100 feet of protection.

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

Councilmember Lord said it is a weird feeling that this is the last meeting of this horrible year. She hopes for better times in 2021. The Arts Committee for the roundabout is making great progress. In January there will be a briefing at the Council meeting.

Councilmember McVey wished everyone happy holidays.

Councilmember Musgrove said it appears people are hustling and bustling throughout Poulsbo, and Fishline looks to be going well too. Be safe over the holidays.

Councilmember Phillips encouraged everyone to shop local and eat local, and wished everyone happy holidays.

##### a. Department Head Reports

Parks & Recreation Director McCluskey gave a final update on the Fish Park project. They are 95% complete. She thanked staff for their help. There will be some volunteer projects next year to do some plantings, bench installations and picnic table installations. Rotary and the Lions Club will be building platforms. Rescue markers will be installed once Kitsap 911 have them in the system. A ribbon cutting will occur December 30 at 1:00 p.m. She shared a two-minute video of the park improvements.

#### 5. CONSENT AGENDA

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

The items listed are:

- a. Approval of December 9, 2020, Council Minutes
- b. Kitsap County Juvenile Detention Facility ILA Amendment
- c. Kitsap County Traffic Safety Task Force ILA 2021-2025
- d. Budget Amendment BA #20-0402, CARES/FEMA Reimbursements
- e. Budget Amendment BA #20-0403, Cemetery Archway

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

#### 6. BUSINESS AGENDA

- a. **Ordinance No. 2020-15, Adoption of the 2021-2022 Biennial Budget**

Finance Director Booher presented the agenda summary, noting this is the final adopting ordinance for the budget, which was approved at the December 9, 2020, Council meeting.

**Motion:** Move to approve Ordinance 2020-15, an ordinance of the City of Poulsbo, Washington, adopting the final budget of the City, for the fiscal years 2021-2022 commencing January 1, 2021, and approving an ordinance summary for publication.

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

**Discussion:** Councilmember McVey thanked Mayor Erickson for providing a good preliminary budget to start from, Finance Director Booher for her hard work, and everyone for their dedicated efforts. Mayor Erickson thanked the City Council for their in-depth analysis and suggestions. Councilmember Lord thanked everyone for their cordiality as they worked through the budget

Motion carried.

**b. Resolution No. 2020-27, 2021 Salary & Wages Update**

Human Resources Manager Kingery presented the agenda summary, noting the 2021 Salary Schedules includes the following changes:

- Elected/Appointed Officials: Judge and Mayor - wage rates are increased by 2.5% (same increase as Teamsters)
- Management: Wage rates increased by 2.5% (same increase as Teamsters). The Housing, Health & Human Services Director position is moved from Range 7 to Range 14.
- Teamsters: Per union contract, the schedule increased by 2.5%. The Navigator Lead position is removed from Range 35. On Range 23, The Police Clerk title is changed to Police Administrative Specialist.
- Poulsbo Police Officers Association: Per union contract, the salary schedule is increased by 0.9%.
- Non-Represented: Wage rates are increased by 2.5% (same increase as Teamsters).
- The following part-time positions have been added: Behavioral Health Navigator, Community Services Officer, Police Clerk
- Casual Labor: Schedule adjusted to reflect annual minimum wage increase.

**Motion:** Move to approve Resolution No. 2020-27, adopting the 2021 Salaries and Wage schedules effective January 1, 2021.

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

Motion carried.

**c. Poulsbo Event and Recreation Center (PERC) Interlocal Agreement (ILA) and Project Update**

Parks & Recreation Director McCluskey and Dan Schoonmaker presented the agenda summary, noting the City is requesting some minor changes to the ILA with the Kitsap Public Facilities District for the PERC ILA and Funding Agreement. The KPF Board is considering these changes at their regular meeting on 12/14/2020. Staff will review these changes with City Council as outlined on the attached funding agreement.

In response to Councilmember McVey, Parks & Recreation Director McCluskey confirmed their timeline in Attachment C was changed due to COVID-19.

**Motion:** Move to approve the interlocal agreement amendment with the Kitsap Public Facilities District as presented and authorize the Mayor to sign the agreement on behalf of the City.

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

Motion carried.

Dan Schoonmaker shared some preliminary survey responses. It went out October 26-November 16 and they received 1,286 responses.

Councilmember Musgrove encouraged the department as they move forward to maintain that benefit to cost questioning. Everyone needs something until they know what it would cost them. Councilmember McGinty agreed.

Councilmember Lord said we need to keep in mind the cost factor and keep it very transparent that this will be a community backed cost. We need to keep the uses at a higher level, and not get too far in the weeds. She was encouraged to see performing arts so high on the list. Kitsap County lacks venues for performing arts.

Councilmember McGinty wondered if they had a general idea of where the respondents are from regionally. Parks & Recreation Director McCluskey said they have that data by zip codes, but they haven't broken that information out yet. The survey went to all their patrons (8,000+). Whether we create a parks district will be part of the market analysis.

Mayor Erickson said the only way this will be paid for will be with another entity. They had a positive response for the willingness of self-taxation, she is encouraged by what she is seeing.

**d. Final Bad Debt Write Off**

Finance Director Booher presented the agenda summary, noting the City needs to write off one receivable account, deemed non collectable, to bad debt per PMC 3.72.040. Total account is over \$1,000, two years past due and had already been turned over to Chapman Financial Services Collection Agency.

Councilmember Musgrove asked what the services were and how were we able to accrue such a large debt over time. Finance Director Booher said it was for utility services, which accrues charges even after the service is turned off. It sits on our records for two years before it is taken off. This ended up with some legal action, which increased the amount larger than normal.

Councilmember Musgrove asked if there is a way to short cut this to prevent this from happening again. Finance Director Booher said we very rarely have write-offs because we lien the property. Water is normally turned off after 60 days late. We do have measures in place, like using a collection service agency.

**Motion:** Move to approve writing off account which has exceeded two years past due and with excess of \$1,000 to Bad Debt expense per PMC 3.72.040

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

Motion carried.

**e. Purchasing Manual Update**

Finance Director Booher presented the agenda summary, noting the Finance Department has updated the Purchasing Manual to encompass changes made by the State of Washington as well as Federal award standards.

Councilmember Musgrove asked why there was an increase of \$35K to \$50K for general threshold. Finance Director Booher said it was changed to meet what the State law allows.

Councilmember Musgrove said they may want to search the document for some of the figures for consistency (some examples are using old numbers). Also, in the doc version there was removal or replacement of wording -- it removes the dollar amounts. He asked why the amounts were removed. Finance Director Booher said they will be going through a major revamp in the future, but right now they are trying to bring it in line with state and federal laws. They removed the amounts to try to simply the document. Past-Councilmember Nystul had recommended to simplify it by getting the information in one area, instead of having to update every section each time there is a change.

**Motion:** Move to approve Resolution No. 2020-28, adopting a purchasing manual for all employees in the City, as last amended by Resolution No. 2016-13.

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

Motion carried.

#### **f. Boards & Commissions Reappointments**

City Clerk Fernandez presented the agenda summary, noting the Mayor has reappointed the following board and commission members and seeks Council concurrence:

- Parks and Recreation Commission (term expiring 12/31/2023): Stephen Calhoun
- Tree Board (term expiring 12/31/2023): Terri Jones

**Motion:** Move to confirm the Mayor's recommendations for reappointments to the City boards and commissions as presented.

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

Motion carried.

Councilmember Musgrove thanked all our volunteers who participate on our boards and commissions.

### **7. COUNCIL COMMITTEE REPORTS**

*Finance-Administration Committee:* Councilmember McVey reported they reviewed the purchasing manual, bad debt write-off and salary & wages resolution. The other items discussed were the monthly sales tax (up 11% for September, down for the year by 3%), REET (at 138% of budget), and energy efficiency regulations coming down from the federal government (expecting increases in building permits from those who want to get permits prior to the new energy requirements going into effect in February – a plan has been created to support the building inspector). They discussed the extended agenda items of mayor's salary and city administrator, which will be reviewed in January.

*Public Safety/Legal Committee:* Councilmember Phillips reported Kitsap County jury trials have been suspended due to COVID outbreaks and Poulsbo Municipal Court is looking at court security options; four law enforcement officers and one admin staff have been exposed to COVID due to a transport and they are quarantining; two officers attended a 10-year training on for motivational interviewing for first responders; detectives linked 60 burglaries and made the arrest in Bremerton; and five people interviewing for the navigator position. Poulsbo Fire will start in January, with referrals coming from Fire and the Police for now (hopefully 911 in the future), and a new website is up

(poulsbofirecares.com). They had three students attend their committee meeting today. They were very enthusiastic to get involved with Fire Cares and the Navigator program. They had ideas about suicide prevention.

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

Councilmember Lord is working closely with the HDPa for their analysis of their dues structure. It will be slow going, she will keep the Mayor informed on how it is going.

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

Rick Eckert, NKSD, congratulated the City on their survey response for the PERC. He wished everyone happy holidays.

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

Councilmember Livdahl wished everyone happy holidays.

Councilmember Lord is glad to see 2020 to come to an end. She wished everyone a safe holiday season and find as much joy as you can under these circumstances.

Councilmember McGinty thanked staff for the great job they did this year, it was a challenging year for the Council. It is great to work with this Council as a team, it makes this job enjoyable. He wished everyone happy holidays.

Councilmember McVey reminded everyone the Jewel Box is hosting their holiday show this Friday. Tickets are \$10 per household. He wished everyone happy holidays.

Councilmember Musgrove said we still have a little bit of time this year to squeeze some smiles in, find a safe way to do it while enjoying the holidays.

Councilmember Phillips asked everyone to shop and eat local and take care of your mental health. He wished everyone happy holidays.

Mayor Erickson wished everyone a Merry Christmas.

## **11. EXECUTIVE SESSION**

At 8:17 p.m., Mayor Erickson recessed the Council into at 30-minute executive session to discuss real estate matters per RCW 42.30.110 (1)(b).

At 8:47 p.m., Mayor Erickson convened the City Council back into open session.

**Motion:** Move to approve the mayor and staff to enter into negotiations with the purchase of real estate.

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

## 12. ADJOURNMENT


**Motion:** Move to adjourn.

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

At 8:49 p.m., Mayor Erickson adjourned the meeting.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk