

## POULSBO CITY COUNCIL MEETING OF FEBRUARY 3, 2021

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Lenius, Police Chief Harding, Engineering Technician Roberts, PW Superintendent Lund, Assistant PW Superintendent Svarthumle, Parks & Recreation Director Schoonmaker

### MAJOR BUSINESS ITEMS

- \* \* \* Approval of January 13, 2021, Council Meeting Minutes
- \* \* \* Approval of December 1, 2020, and January 5, 2021 Art Committee Minutes
- \* \* \* 2021 Amendment to Agreement with Kitsap County for Incarceration of City Prisoners
- \* \* \* 2021 WASPC Navigator Grant
- \* \* \* Business Recovery Policies and Summer Fair
- \* \* \* Westside Well Treatment Plant - Construction Services Contract Amendment
- \* \* \* Resolution No. 2021-02, ATEC Systems Sole Source - Westside Well

#### 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** McGinty, **Seconded by** Musgrove.

Motion carried.

#### 3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following written comment:

- Dan Sluys requested the City review the Summer Fair permits every quarter instead of extending them through December 31, 2021.

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

Councilmember Musgrove said it is good to see the kids back in schools and to see people working together during these hard times.

Councilmember Stern announced AWC City Action Days is next week, and registration is still open. He noted the City's Diversity Workshop is scheduled for February 24. In reference to the art project for the roundabout on Hwy 305, he shared a historic picture of the panorama of the bay from 1909, which captured a Suquamish canoe paddling into Poulsbo. He shared the picture to say he is hopeful we can include in the roundabout art a piece of community that refers to the Salish art and Suquamish people, and that we can work out a suitable arrangement for the retaining wall.

Councilmember Musgrove requested the City Lobbyist share additional updates in conjunction with legislative days and our areas of concern. Mayor Erickson said she will ask him if he can join us at a meeting.

**a. Department Head Reports**

Finance Director Booher said the proposals for debt were received last week and they are moving forward with Kitsap Bank. This will save the City \$145,000. Next week there will be two budget amendments for the Council to approve which reflect the debt proceeds.

Parks & Recreation Director Schoonmaker shared programming options available for all ages both online and outdoors through the Parks & Recreation department. He gave an update on parks projects, volunteer projects, and the first PERC steering committee meeting.

**b. Volunteer Recognition**

Mayor Erickson recognized and thanked the following individuals for their volunteer service to the City of Poulsbo whose terms ended in 2020: Ardis Morrow, Civil Service; Kent Lord, Civil Service; Mary Carter, Tree Board and Parks & Recreation Commission; Edie Lau, Parks & Recreation Commission; and James Coleman, Sr., Planning Commission. The City Council thanked them for their service.

At 7:24 p.m., Councilmember Phillips joined the meeting.

**c. Day of Sami People Proclamation**

Mayor Erickson proclaimed February 6, 2021, as the "Day of the Sami People."

**d. 2020 Donation Report**

Mayor Erickson gave the 2020 donation report (\$12,431.23 total monetary/non-monetary value) and 971.25 volunteer hours.

## 5. CONSENT AGENDA

Councilmember Musgrove made the following changes to Item 5a: page 3, section 6a third paragraph, third sentence, insert "have held" after "We" and strike "if it" and replace with "which."

**Motion:** Move to approve Consent Agenda items a as amended, and items b, c, and d.

The items listed are:

- a. Approval of January 13, 2021, Council Meeting Minutes
- b. Approval of December 1, 2020, and January 5, 2021, Art Committee Minutes
- c. 2021 Amendment to Agreement with Kitsap County for Incarceration of City Prisoners
- d. 2021 WASPC Navigator Grant

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

Motion carried.

## 6. BUSINESS AGENDA

### a. Business Recovery Policies and Summer Fair

Mayor Erickson requested Council approval of extending the Summer Fair permits through 12/31/2021 to provide certainty for affected businesses to plan towards and to also save administrative staff time from renewing the permits every quarter

Councilmember Musgrove added there is a second request, which is related to the Summer Fair permitting, to change the 2-hour parking on Front Street to 1-hour parking to allow more flow of local shoppers for quicker turnover.

Mayor Erickson shared images of where the 2-hour parking signs are, and that they can easily change them out to 1-hour parking signs.

Councilmember Livdahl said nothing about this pandemic has been quick or predictable, and they need to be realistic and give these businesses all the help they

need. Administrative staff is shorthanded as well, she would be hard pressed to spend the resources on renewing permits every few months.

Councilmember McVey supports of extending Summer Fair through the end of the year. He could be supportive of the hour change if the City were prepared to enforce it. Mayor Erickson said it would be an honor system because the City does not have enforcement.

Councilmember Lord agreed with Councilmember McVey. She wondered if they could do chalk marks to monitor it. Mayor Erickson said the City does not have the staff to do enforcement. They could put up signage to encourage people to honor the time limit to help those businesses affected.

Councilmember Musgrove said he does not want to upset anyone by being onerous. The most common infraction would be for locals and employees. He would like friendly notes placed on windshields reminding them it is one-hour parking, and maybe three infractions to be ticketed. He asked for this to be squeezed in during slow times once or twice a month. It would be a nudge for those who are abusing it. Mayor Erickson said she will see what they can do. The City is short staffed and she cannot make any promises.

**Motion:** Move to approve the extension of outdoor dining permits, created by the Summer Fair proposal, in response to the Covid-19 pandemic, until Dec. 31, 2021.

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

Motion carried.

**Motion:** Move to approve parking changes as presented until Dec. 31, 2021.

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

Motion carried.

**b. Westside Well Treatment Plant – Construction Services Contract Amendment**

Engineering Technician Roberts presented the contract amendment to add construction services to the existing contract for the Westside Well Treatment plant project with Gray and Osborne in the amount of \$48,055 for the next phase of the project. The amendment will bring the total contract value with Gray & Osborne for the Westside Well project to \$167,455. Gray and Osborne has completed the design portion of the project and the City will use their expertise as a resource during

construction. The contract amendment amount is within the overall budget for the project. Public Works Committee has reviewed and recommended approval on the meeting of January 27, 2021.

**Motion:** Move to approve the construction services contract amendment for Westside Well Treatment plant with Gray and Osborne in the amount of \$48,055 and authorize the Mayor to sign the contract amendment on behalf of the City.

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

Motion carried.

**c. Resolution No. 2021-02, ATEC System Sole Source – Westside Well**

Engineering Technician Roberts presented a sole source request for a pyrolusite filtration system by ATEC Systems Associates as part of the Westside Well project. The same system was installed at Lincoln Well in 2017 and Public Works staff are familiar with the operation and maintenance of the system and desire to use the same for Westside Well for operational consistency, efficiency, and cost effectiveness. The City consultant, Gray and Osborne, has conducted a pilot study of the Westside Well, has reviewed alternatives, and made a professional recommendation to use the ATEC system to filter manganese from the well water. The sole source request per RCW 39.04.280(1) is justified and documented in the letter attached to the resolution. The City Attorney has reviewed and approved both the justification and resolution. Public Works Committee has recommended approval at the meeting of 1/27/2021.

**Motion:** Move to approve and adopt Resolution 2021-02, a resolution of the City Council of the City of Poulsbo, Washington, approving an exemption to the competitive bidding requirements for the purchase of pyrolusite filtration equipment from a sole source.

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

Motion carried.

**7. COUNCIL COMMITTEE REPORTS**

*Economic Development/Planning Committee:* Councilmember Lord reported they received the department 2021 workplan (forecasts for development; 2022 population increase estimate); review of 2020 permit activity; estimation of 2021 permit activity; long range planning for PERC; long range planning for Shoreline Master Program; commercial land analysis; critical areas best available science needs to be updated; buildable lands with Kitsap County is being updated. KRCC is working on city-wide planning policy update with the four cities. The department may need additional consulting help to complete these projects. They also discussed the multi-family tax exemption possibility and how to

implement it. Port of Poulsbo would like to have a joint meeting with the City Council to discuss derelict vessels.

Public Works Committee: Councilmember Lord reported they discussed the Westside Well consultant and the ATEC sole source; overview of Fjord/Lemolo pedestrian safety issues (a dozen members of public attended, and it was difficult to include in discussion due to the full agenda and the number of people in attendance – harder to facilitate in a virtual meeting) – a petition was presented recommending lower speeds and traffic calming for greater safety. We must have long term coordination with Kitsap County, who has an on-going traffic study with an extended public comment period. Discussed the planning for Complete Streets program in conjunction with this (need an engineering study for short-term and long-term changes and what it would cost).

Finance-Administration Committee: Councilmember McVey reported sales tax collected in November was up 10%, and at 96% of budget; \$300K over budget for REET for 2020; debt issuance update (Kitsap Bank, 1.46% interest rate); future budget amendment for office furniture; discussed city administrator being tabled until after the next election; and discussed the need to have a consistent public comment period throughout all committee agendas instead of being left to the chair's discretion. He added for some committees the comment period could be longer, but for shorter committees it may need to be ten minutes. The problem right now is it is up to the chair's discretion.

Councilmember Lord said last week there was no way to accommodate the citizens that showed up when they had a large agenda. This would work if we built it into our agendas.

Councilmember Musgrove likes the idea. Consistently through the years, commentary time has been made available; it has been flexible. The problem with committees is they are time limited, unlike council meetings. Oftentimes, they are very hard work committees and there is very little time available. He has not seen an issue where the public has not been able to make commentary; albeit restricted in time. He is not sure it is necessary, but he likes the idea to make sure a slot of time is provided, and the chair can allocate that slot when it is appropriate.

Councilmember Lord said when they get an agenda that is broken down by time for each presentation so they can understand the matters and make a recommendation to the council. They need to be ahead of the game and let staff know when they are setting the agenda, they must include time for public comment.

Mayor Erickson said she will add this item to a future agenda item for discussion.

Councilmember McVey reported on a meeting between the Poulsbo Historical Society and its museums and the Suquamish Tribal Museum. A lot of great ideas were shared and they identified public events and educational programs they can collaborate on. They will

meet again and touch base with their boards of directors. He thanked them for their participation.

Councilmember Stern reported the PERC Steering Committee had its first meeting.

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

Councilmember Phillips said the third graders went back to school this week and Fall sports started this week practicing.

Councilmember Stern said KRCC met yesterday and a consulting firm has been brought in to work on the county-wide planning policies update. Mayor Erickson said it is a total rewrite. She read it this weekend and she had many concerns. She has suggested staff work on it as best they can and take it to the Planning Commission before bringing it to the Council, who must approve it.

Mayor Erickson reported Kitsap Transit bought another boat coming from CA for the Kingston run. At the Health District there were a lot of questions of why we did not move to Phase 2 (the way the state is evaluating counties/regions is penalizing smaller counties). The Department of Emergency Management is asking the City to pay an additional \$16,000 above our dues to pay for the EOC COVID response. The County got over \$20MM for CARES funding and wondered why they did not use it for that. There is also the question if we can make a capital payment, which is what their request is. At PSRC they funded the West Seattle Bridge through a compromise solution. A policy meeting will start next week with the Health District (how health districts are funded and whether they should be regionalized). Poulsbo's first mobile vaccine happened yesterday in partnership with a local pharmacist and Poulsbo Fire. They are targeting residential areas with low-income elderly citizens who lack the ability to get online to register for vaccine appointments. A couple sites have been located for mass vaccination clinics in North Kitsap once the appointments become available.

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

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

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

Councilmember Livdahl thanked Councilmember McVey for facilitating the conversation between the museums.

Councilmember Lord is looking forward to the Art Committee tomorrow.

Councilmember Musgrove asked everyone to be courteous, considerate and kind.

Councilmember Phillips encouraged everyone to eat and shop local. He thanked City staff and Fire Department staff for all the work they do.

Councilmember Stern expressed his desire to have Suquamish art in the roundabout.

## 11. ADJOURNMENT

**Motion:** Move to adjourn at 8:48 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