

POULSBO CITY COUNCIL MEETING OF FEBRUARY 10, 2021

MINUTES

PRESENT: Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips (joined at 7:15 p.m.), Stern

Staff: Finance Director Booher, City Clerk Fernandez, Public Works Superintendent Lund, City Lobbyist McConaughy

MAJOR BUSINESS ITEMS

- * * * Minutes of January 20, 2021, Council Meeting
- * * * BA21-0101, Debt Payment Adjustments
- * * * BA21-0102, Debt Proceeds
- * * * Purchase of Property
- * * * Discussion: City Council Agenda Structure

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order at 7:00 p.m.

2. AGENDA APPROVAL

Motion: Move to approve the agenda as it stands.

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

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following comments into the record:

- Rita Hagwell questioned if Hillary Franz is interested in land next to her property for her state department she represents or personal use.
- Patty Lyman asked the City of Poulsbo to create a Race Equity Committee.
- Susan Griggs asked the City of Poulsbo to create a Race Equity Committee.

Kimi Kinoshita spoke regarding the proposed artwork for the roundabout and said it was more of a European interpretation than a native interpretation and that the Tribe was brought into the process late for feedback. She hopes it will be changed and referenced artwork being installed in Seattle.

At 7:15 p.m., Councilmember Phillips joined the meeting.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl thanked everyone for their comments. She said they are trying to find a way to work on the diversity, equity, and inclusion issues. She said membership to an organization like GARE is very expensive, in the multiple tens of thousands of dollars a year. She wishes it were an immediate option, but it is prohibitive with our resources. Recently she and a few colleagues had a conversation with Chief Harding, and he has been doing incredible work with the Suquamish Tribe and attending some other events. They are working on a specific group pertaining to the police department that could potentially be addressing some of this. They are trying to find a way forward to bring this into the City.

Councilmember Lord echoed Councilmember Livdahl's comments. She thanked the citizens who take the time and trust they will listen to their comments and concerns. The City is trying to move forward with these concerns of diversity, equity, and inclusion. She shared there is a public meeting for the Lemolo Shore Drive traffic study by Kitsap County Public Works on Tuesday February 23 at 6:00 p.m.

Councilmember McGinty said regarding the City's relationship with the Tribe, he thanked Director of Engineering Lenius for her work with the roundabout art, our Police Chief has been having a lot of dialogue, and the Mayor has also been having dialogue on future relationships.

Councilmember McVey said in response to the comments from the ERACE coalition, he said they have formed a committee of the whole as a council to work on this rather than set up an advisory committee of citizens. They had a community panel discussion in October and received many great ideas from the panelists on how to make Poulsbo a more welcoming place. They have another discussion scheduled for February 24. It will feature Police Chief Ron Harding and City Prosecutor Alexis Foster to talk about law enforcement issues. They may at some point in the future decide to form a citizen advisory committee, but for right now they want themselves to be equally engaged in these issues, and they are committed to do so.

Councilmember Musgrove said their advisory has always been the public and the comments they make at the meetings and the letters/emails that are sent to them. They pay attention to it very closely. There has been pushback to an advisory board because people are worried their voices will be overshadowed by a committee of a few. But their comments are always regarded, respected, and considered. He also noted snow looks like it will be coming and asked everyone to be safe.

Councilmember Phillips agreed with Councilmember Musgrove's comments. The Council is listening and is actively engaged.

Councilmember Stern wants to reserve his comments for next week regarding the roundabout art and he remains optimistic.

Mayor Erickson said the decisions of the art have been evolving and will come for a decision next week. She thanked the committee for their work and thanked Judge Robin Hunt and consulting artist Kate Ahvakana for assisting the City and thanked the artist Elijah Burnett for working hard to listen to everyone's voices.

Mayor Erickson said there is a snow removal map on the website and asked everyone to be safe and enjoy it.

Councilmember McVey noted the speed bumps downtown have been removed in order to not damage the snowplows.

a. Department Head Reports

Public Works Superintendent Lund said the snow should start tomorrow night and continue Friday. Garbage pickup may be delayed. He asked everyone to give the plows plenty of space and distance.

b. City Lobbyist Report

City Lobbyist McConaughy gave a report on the AWC City Action Days and an update on the long legislative session. Key issues include police reform (20-30 legislative proposals being worked right now), transportation packages (there is consensus that there needs to be new funding, but it may or may not get resolved this session and maintenance and preservation has elevated itself on the priority lists), and the next biennium budget has not had much action yet. He reviewed various bills' statuses.

Councilmember Musgrove said he appreciates the information that City Lobbyist McConaughy provides. It is so important to have this information and his work is very important and advantageous to the City. He thanked him for coming tonight and presenting to them.

Mayor Erickson asked if he knew how the State had made decisions to regionalize the counties for COVID phases. City Lobbyist McConaughy has not delved into how it was determined but knows many are frustrated.

Councilmember Lord said she is so happy he stayed with the City despite the reduced salary. She admires his work and his interest in Poulsbo. His work is invaluable.

City Lobbyist McConaughy gave kudos to the City for having the vision to hire a

lobbyist. He is happy to represent the City.

5. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a, b, and c.

The items listed are:

- a. Approval of January 20, 2021, Council Meeting Minutes
- b. BA#21-0101 Debt Payment Adjustments
- c. BA#21-0102 Debt Proceeds

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

6. BUSINESS AGENDA

a. Purchase of Property

Public Works Superintendent Lund presented the proposal to purchase property for a future public works site. The property is the Poulsbo Nazarene Church, a 7.41-acre site, with the sale prices of \$2,999,999. Presentation highlights:

- Adjacent to the current PW Decant Facility
- Combined with Current Facility it would be almost 12 Acres
- Has current Building and Parking and room to expand in the future.
- Asking price - \$2,999,999
- City offered \$2,700,000 on 12/17/2020 contingent on building and environmental inspections, which was consistent with the appraisal.
- City had both inspections completed on January 6, 2021
 - Needs a new roof – has a couple small leaks in the hallway
 - Needs new gutters
 - Some siding repairs
 - Should have furnace inspected. Furnace is 11 years old life expectancy is about 20 years. This is only for heat in the open sanctuary area, all other sections have electric baseboards.
 - Water heater is original – need to replace.
 - Recommended replacing breaker boxes – existing brand have increased potential for fire.
- Environmental inspection

- No potential environmental issues on the site other than in the building.
- We are waiting on the final report.
- City received a preliminary list of potential spots that may need to be tested.
 - Popcorn ceiling
 - Mastic in carpet adhesive
 - Mastic in countertop adhesive
 - Possible lead paint in areas
 - It all depends on the depth of the remodel. If we do not remove it then there is no mitigation.
- Added cost above property purchase for Phase 1 improvements totaling \$640,000
 - New roof - \$75,000
 - New gutters - \$4,000
 - Siding repairs - \$1,000
 - Exterior paint - \$5,000
 - Window upgrades - \$10,000
 - Fire sprinkler/alarm - \$55,000
 - New water main connection - \$100,000
 - New sewer main connection - \$75,000
 - Interior remodel - \$200,000
 - Site fencing - \$75,000
 - Frontage improvements/sidewalks - \$40,000
 - If there are remaining funds, we would look at starting some future dirt work for future development.
- Next Steps
 - The seller would like to enter into the purchase/sale agreement as soon as possible. They need assurances to be able to move forward with their offer on the property they are buying.
 - Depending on funding if we take possession by May 1, 2021, we could be operating out of the building by October 1, 2021.

Councilmember Musgrove noted the contract had some blank spaces that needed to be filled out. Public Works Superintendent Lund said those blank dates would be filled in when they go to sign. Councilmember Musgrove was surprised the contract had so many unusual open-ended things, especially as far as requirements to the seller for disclosures.

Councilmember Livdahl clarified the City is still under a first right of refusal. She believes many of the holes would be filled in with the purchase and sale agreement. She said this does not feel like the perfect time to buy property, but to miss purchasing this property would be devastating, because it is the most fiscally responsible route to solve our problems and the efficiencies that can be gained by having all of public works on one parcel.

Councilmember Lord said the Public Works Committee has been involved in this piece of property from the beginning. It is an ideal property. She feels comfortable with the City Attorney writing the contract and we have first right of refusal. There are very few pieces of property that would be adequate to site a public works facility in Poulsbo. She is grateful the Nazarene Church decided to sell, and the church found another place to go to. Fifty years from now, this property gives us room to expand and grow, and it is adjacent to our existing Viking Avenue facility. All of the due diligence is being done. She is confident this will be a viable piece of property. She supports moving forward.

Councilmember McVey said this is not the first time they have seen this proposal. They have had lots of debate on it. He supports moving forward. We are in desperate need for a facility. The current Public Works facility floods.

Mayor Erickson said the City has been trying to get a new public works facility ever since she has been involved with city government. They are in a Quonset hut, it floods with fish in their parking lots. It is substandard working environment for their public works crew.

Motion: Move to approve the purchase and sale agreement for the property and structure located on Viking Avenue for the intention of housing Public Works functions and future growth of City government functions in the amount of \$2,700,000. **Action:** Approve, **Moved by** Lord, **Seconded by** Musgrove.

Motion carried unanimously.

b. Discussion: Council Committee Agenda Structure

Councilmember McVey noted historically for Council committee meetings, they have not had a standing agenda item for public comment time, as they do in City Council meetings. It has not been a huge issue, but inconsistencies can arise as it is up to the discretion of the committee chair if the public can speak. That decision is usually made based on if there is time available on the agenda and other considerations.

Having our meetings virtual due to the pandemic, it has made meetings easier to attend for the public. Because of that, and they would benefit from having consistency, he proposed allotting up to ten minutes as part of each committee meeting for public comment. It helps ensure they have time for at least three to four comments from citizens on any particular issue.

Councilmember Lord said this was triggered off from a Public Works Committee meeting she chaired with an agenda item for Lemolo Shore/Fjord Drive pedestrian safety issues. They unexpectedly had 12+ citizens attend the meeting. She shared the committees were set up to allow the Council to have some support from their Councilmembers in a small way to dive deep into an issue, and report to the Council of the whole. It made the Council of the whole's time more efficient for topics that needed more flushing out. The committee consensus would be a weighted opinion to motivate the full council to tackle an issue in much more depth. The committee wasn't meant to exclude the community, it was set up to dissect and chew over issues to bring forward to the full council (so they wouldn't have to dig into the ins and outs with hours of back and forth with staff and time). Committees were a solution to going until 10pm-11pm at night and continuing the discussion to additional meetings. The committee could dig into an issue and bring that info back to the full council with a recommendation to approve or disapprove, or a recommendation to discuss the issue as a full Council. It was an efficiency effort and time saving mechanism. The public was not a factor of this subset. They were welcome to weigh in, but it was not the driving force for chewing on an issue.

Councilmember McVey said our committees make recommendations to the full council, and it is important that citizens have a voice when the recommendations are being developed. The Council gives quite a bit of credence to the committee recommendations due to their work.

Councilmember McGinty sees many scenarios they can run into. He can see when an individual can come into the meeting and dominate the conversation. If the public is wanting to work with us on solving an issue, sometimes it is necessary to schedule a special meeting just for that topic. Sometimes they go to the committee meeting and say their part and go to the council meeting and say the exact same thing. If they move forward with the change, maybe they could set aside 10 minutes in a 2 hour meeting and 5 minutes in a 1-hour meeting to make sure they can do their business.

Councilmember Lord acknowledges public input is important at a committee level, but we have limited time in a committee to get through the business. If this is a way to be more structured if the way it has worked in the past hasn't worked well enough, she'll concede to that. They cannot micromanage every minute of every meeting.

Councilmember Phillips said it is tough when everyone is competing for time. He thinks ten minutes is too much for the meetings that meet once a month for one

hour, five minutes is more palatable. He suggested written comments for committees. They could write in before a certain time for the meeting and they comments will be read ahead of time. He reads everything he receives via email. It is useful to get those comments ahead of the meeting so they can be aware of the issues at the start of the meeting.

Councilmember Livdahl said we are in a different landscape because of COVID and more access to the virtual meetings. We also are dealing with social media and information being shared in that manner. Some meetings have six hours of meetings back-to-back and time is limited. She does not see squeezing 10 minutes out of an hour-long meeting. Giving a few individuals a chance to speak is important. It is supposed to be a transparent process. They should try to find some comfortable way to allow people to participate without running out of time to get through all of the agenda items.

Councilmember Musgrove understands the intent is to create more structure with guaranteed public access. He is not sure how they can do that. He has not witnessed a single committee meeting where the public did not get to speak except two in ten years, where it was simply a lack of time or an overwhelming number of attendees. They did not attempt to take comments for 5 or 10 minutes because that upsets people because three people get to talk and others don't, turning it into a bigger problem. He has resorted a few times in the past for those attending who did not get to talk to email them. The public has always appreciated having a mechanism to make their comments and statements. By not having a structure avoids irritating people and affords the committee chair to provide time for commentary in one form or another. He gave the example of the H3 Committee that meets twice a month. Sometimes they have time to spare and sometimes they cannot get through the entire agenda, but they have been able to allow comments that are pertinent or ask them to send comments via email or letter. He is trepidatious inserting a structured time taker into the committee process. As a committee they are operating as a council filter and question asker, and then they take in community questions to add into the question process.

Councilmember McVey agreed there are times when the meetings are full, and we are stretched for time. He would also say there are other times where they could together do a better job pontificating less and focusing more on the issues. He has mixed feelings. He agrees with most of what is said, but there are times when internal conversations go much longer than they need to. If that is why we cannot have time for citizen comments, then he doesn't feel that is right.

Councilmember McVey is looking to commit at least five minutes per committee meeting, it could be reviewed to see how it works, and it could be removed once we are no longer doing virtual meetings. He is open to suggestions and feels it would be a step in the right direction.

Councilmember Musgrove agreed that meetings are not always chaired efficiently, and he said that is on everyone, not just on the chair. If we can all agree that we need to keep the meetings moving, he asked if it would be possible to hold off for 30 days and see the outcome of all committee members keeping the meetings on track.

Councilmember McVey agreed to that and also asked to include taking the approach that including public comments at committee meetings is important. We would hope that the chairs of our committees would allocate time to do that, and recognize the importance of it.

Councilmember Livdahl said it doesn't reflect well on this body to have public come and not give them any opportunity to say something. We are here because we represent our community and if our community shows up they should have some opportunity. It comes down to some communication of what the scenario is in that meeting with that agenda and be able to say we appreciate them being here, we may not be able to get to everyone (if it is well attended) and ask if there is someone that could speak on behalf of this group generally to keep the meeting on time. They cannot ignore it if we have people come to the meetings and want to have participation.

Councilmember Musgrove summarized the Council will commit at committee meetings to help regulate and assist the committee chair to run it efficiently. This should allow some time in the flow of the meeting for the public to be able to speak.

Councilmember McGinty agreed with that. He also agreed with asking for a representative to speak for the group if they all share the same concerns. We would also have to control the time they speak, so they don't dominate the meeting.

Councilmember McVey added with the understanding that getting public input is important.

Mayor Erickson said they could add public comment is welcomed at the committee meetings at the discretion of the chair not to exceed five minutes to the agendas.

The Council agreed this is a place to start. Councilmember Musgrove asked that this be revisited in 5-6 weeks to see how it is going. City Clerk Fernandez will add it to the first meeting in May.

7. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported they talked about the parking issues at Caldart Heights (dealt with in 2018: striping plan was discussed with the neighbors and homeowners and they all agreed to it and implemented, the issue is being explored and handled by the Mayor). They discussed the removal of speed bumps

downtown for the snowplows; the roundabout bypass road will be opened up on March 23, 2021; reviewed the Astound Communication Master Permit extension request (committee recommends approval of the time extension); discussed parking issues brought up by the Historic Downtown Poulsbo Association (they could coordinate with the City to volunteer to enforce time limits for parking—unsure if they can legally help with enforcement); park restrooms are being converted into family stalls; and the two plums need to be removed downtown (the trees will not be replaced, but enhanced with landscaping).

Community Services Committee: Councilmember Lord reported they received an update on the PERC Steering Committee (they have created four work groups that will meet 2-3 times over the next six months, as will the steering committee, with a briefing due to the Council in September). They reviewed the new mission, vision, and values statement of the department. They had a brief discussion of upcoming programs and on-going programs, as well as the Chamber of Commerce is looking to do an Easter Egg parade. The department will be interviewing for a part-time programmer.

8. BOARD/COMMISSION REPORTS

Councilmember McVey asked about the Port of Poulsbo and the boat ramp being closed. Councilmember Musgrove said the ramp has had rapid degradation of the surface for vehicles and foot traffic. It has become a hazard to pedestrians and boaters on boat and on foot. Out of concerns for safety, they closed it down and asked Public Works to assist setting up a temporary blockade while they work on their permitting for repairs. He will find out how long it will be closed at the next meeting.

9. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert said the North Kitsap School District has begun bringing the little ones back to school in person. They are working their way up the grades, and it will be more logistically complicated when they get to middle school and high school ages. Sports are delayed until we move to Phase 2. Football games will be limited to 200 people (including both teams, coaches, and all staff), so people will not be in the stands, but they are trying to get set up for live streaming games. He shared how he met the Mayor. He met her in the elevator on his way to a committee meeting. He was told at the committee that public comment was not allowed, and the Mayor gave her time to him to be able to speak that night. As a citizen new to the area he showed up to share his concerns.

David Hudson spoke in support of allowing citizen comment during committee meetings. Having the language that it is at the discretion of the chair discourages the citizen to come to speak.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl told everyone to be safe as this weather moves in.

Councilmember Lord reminded everyone that they are operating in virtual meetings, which is very unusual. They have always tried their best to include their guests (the public) to participate. It is different and difficult with virtual meetings and it is difficult to do everything right in this new environment. She appreciates Councilmember McVey's efforts.

Councilmember McGinty said he and Councilmember Lord met with the Police Chief on Friday and encourages anyone that is interested in the police department to reach out to him.

Councilmember McVey thanked the Public Works staff with helping them get through the winter storm. He appreciates his colleagues listening to his new ideas.

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

Councilmember Phillips encouraged everyone to eat and shop local.

Mayor Erickson reminded everyone she is doing office hours via Zoom on Saturdays. She also apologized to the Council that she forgot to open the meeting with the pledge of allegiance.

Councilmember Stern says he remains optimistic for next week's meeting for inclusivity. He also suggested the Council end the meeting with the pledge of allegiance.

Mayor Erickson led the Council in the pledge of allegiance.

11. ADJOURNMENT

Mayor Erickson adjourned the meeting at 9:14 p.m.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk