

POULSBO CITY COUNCIL MEETING OF March 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, Housing, Health & Human Services Director Hendrickson, Engineer 1 Roberts

MAJOR BUSINESS ITEMS

- * * * Payable Disbursements for December 2020
- * * * Payable Disbursements for January 2021
- * * * Update from Housing, Health, and Human Services: Affordable Housing Task Force Recommendations
- * * * West Poulsbo Storm Park Consultant Contract for Survey
- * * * West Side Well Treatment Plant – Bid Opening & Award
- * * * Noll Road – Segment 3A – TIB Grant Acceptance
- * * * Raab Park Caretaker

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** Lord.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following comment into the record:

- Pedro Valverde requested a different sign for the roundabout art: "Poulsbo welcomes all nationalities, genders, and cultures."

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl thanked City volunteers and staff who are working hard as the vaccine is rolling out.

Councilmember Lord thanked the Suquamish Tribe for partnering with the North Kitsap School District to vaccinate the teachers at the Clearwater Casino. Port Gamble S'Klallam Tribe is finalizing additional vaccines for school personnel.

Councilmember McGinty said the workshop last Wednesday was very interesting and worthwhile.

Councilmember McVey thanked the City's Housing, Health, and Human Services Department and North Point Church volunteers with helping citizens get vaccination appointments scheduled, as well as the pop-up clinics being done at Hostmark Apartments and other locations.

Councilmember Musgrove said last week's workshop was excellent, but also felt a follow up would be appropriate. He announced the Chamber of Commerce is organizing the Poulsbo Easter Egg Hunt (drive around) on Saturday, April 3 from 10am-2pm. He also encouraged everyone to check out the new Parks & Recreation activities posted on the City's website.

Councilmember Phillips thanked Councilmember Stern, Prosecuting Attorney Foster, Police Chief Harding, and Pastor Johnson for last week's workshop. He also thanked the Tribes for helping our teachers get vaccinated.

Mayor Erickson said the speed bumps could be put back down on Front Street and asked the Council if they continue their support of having them installed. Councilmember Stern said he wants them put back down if there are tables in the parking spots still. Councilmember Livdahl agreed, especially since the summer fair permits were extended through 12/31/2021. Councilmember McVey agreed. Councilmember Lord wants to protect the restaurants if they tables are still out there. She asked to rethink the location of the one that is on the uphill portion of Front Street where it becomes Hostmark. Councilmember Musgrove asked some business owners their thoughts, and while the speed bumps are not well liked, they said they seem to be doing their job (protecting people out in the street). Councilmember McGinty said he also heard people don't like it, but they understand the need.

In response to Councilmember Lord's comment, Public Works Superintendent Lund said the intention is to slow them down as they go into town, but they are concerned if they remove the other side, people will go into the oncoming traffic to avoid the bump.

Mayor Erickson said tomorrow she will be signing the paperwork for the new public works site. She also shared last week's panel discussion was fascinating to listen to. She is proud to work with Prosecuting Attorney Foster and Police Chief Harding. They brought

up a lot of policy discussions we need to have. She looks forward to that conversation in the Public Safety/Legal Committee about some steps forward.

a. Department Head Reports

Civil Engineer Raney gave an update on the Johnson Parkway roundabout project. He shared some pictures and a video of the job site.

5.  CONSENT AGENDA

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

The items listed are:

- a.** Payable Disbursements for December 2020
- b.** Payable Disbursements for January 2021

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

6. BUSINESS AGENDA

a.  Update from Housing, Health and Human Services: Affordable Housing Task Force Recommendations

Housing, Health & Human Services Director Hendrickson noted the City stood up a COVID helpline this week with volunteer service with North Point Church to assist people who are having challenges with scheduling appointment. They have scheduled 117 people in two days. The City has also done several pop-up clinics for citizens with mobility issues.

Housing, Health, and Human Services Director Hendrickson presented the agenda summary, noting the City of Poulsbo Affordable Housing Task Force was created, by the Poulsbo City Council, in September 2019. The Task Force was formed to help Council determine how funds from a new sales tax revenue sharing program (SHB 1406) should be spent, and, more broadly, how the City should address affordable housing needs in Poulsbo. The Task Force focused on affordable housing needs for individuals with low and very low income (individuals at or below 60% area median income) since some SHB 1406 funds are restricted to this population.

The Task Force's deliberations resulted in a list of recommendations that were formally approved by City Council in February 5, 2020 (Resolution 2020-03). The number one priority was the creation of temporary shelter. Other recommendations were temporary rental assistance to individuals experiencing crisis and displacement, preserve existing affordable housing in the City, create new units of temporary affordable housing, and support the creation of long-term affordable housing. Important City actions include the establishment of a Housing, Health & Human Services Department and a Council committee to consider these issues. The Housing, Health & Human Services Committee gave direction to focus efforts on the "Triangle" property. They are looking at the Nordic Cottage project – a couple small cottages to fit in with the neighborhood to create temporary and low-rent housing (used 3-6 months, up to a year to help with transitional housing). They have been working with Kitsap Homes of Compassion and Gateway Fellowship to develop this project, and a steering committee to promote this project. She introduced Miles Yanick, who is donating his time to do architectural work and to be a sounding board to help move this project forward. HB1406 funds have been used to commission a land study for the Nordic Cottage project and the City also reached an agreement with the Kitsap Homes of Compassion to help off-set rents for some of their residents.

Miles Yanick said they are about to receive a site survey. The site has some problems (utility lines and existing access to single family residences). They have done several projects for other jurisdictions similar to this (Bremerton and Suquamish Tribe). They expect to house 6-7 people on the property (would like to have 10).

Councilmember Lord thanked Mr. Yanick for his own vision to be able to offer pro bono services from time and to select Poulsbo to be a recipient. She knows whatever they end up with be quality work.

Councilmember Musgrove thanked Mr. Yanick for his volunteerism. He is sure they will have an outstanding development that is intended to serve the public. He thanked all of the volunteers who came together who were part of the original Affordable Housing Task Force that set this in motion to come up with a direction for the Council to approve.

Mayor Erickson said tonight is to recommit on the record that they will get this work done. They are behind, but it has been a bumpy year with COVID.

Councilmember McVey thanked Kim and Miles. He asked what the phone number is for people who have had trouble scheduling appointments due to language or internet problems. Housing, Health & Human Services Director Hendrickson said the number is 360-394-9795.

b.  West Poulsbo Storm Park Consultant Contract for Survey

Engineer I Roberts presented the agenda summary, noting the Engineering Department wishes to enter into a survey task authorization consultant contract with Parametrix to assist with base map (including utilities, critical areas, shoreline, and other features) and topographic survey on the West Poulsbo Stormwater park.

The City of Poulsbo purchased four parcels of waterfront property on 5th Ave a few years ago using a combination of RCO grant and storm funds intending to create a park as well as a regional treatment facility. The City also obtained an Ecology Stormwater grant to design a treatment facility on a portion of this property. The base mapping is the first step. This survey cost is included within the budget for the design grant.

Public Works Committee has recommended approval at the meeting of 2/24/2021.

Motion: Move to approve the consultant contract task authorization with Parametrix in the amount of \$19,593 for survey work and authorize the Mayor to sign the contract on behalf of the City.

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

Motion carried unanimously.

c.  West Side Well Treatment Plant – Bid Opening & Award

Engineer 1 Roberts presented the results of the West Side Well Treatment Plant bid opening and recommended awarding the contract to the lowest responsive bidder. Bids were opened February 22, 2021, and six bids were received ranging from \$1.3M-\$1.9M. The engineer's estimate for the project was \$1.54M. McClure and Sons was the lowest responsive bidder with a bid of \$1,305,095.15. This is below the engineers estimate and within the overall project budget. Public Works Committee reviewed the bids and recommended approval to award the contract to McClure and Sons at their 2/24/2021 meeting.

Councilmember Lord reminded the Council how successful the Lincoln Well Plant Project was, and that it is an efficient way to clean up the water. It is important to keep things as pristine as we can. It is great this came in under budget.

Councilmember Musgrove said this is not a health concern, but an appearance concern. Manganese in the water settles in pipes, which is why Public Works opens up fire hydrants in the middle of the night. It can discolor your water and tanks and clothes. There are savings to this, and the reduced labor of Public Works of not needing to flush the pipes will benefit the City.

Motion: Move to approve and award the construction contract for the Westside Well Treatment Plant to McClure & Sons in the amount of \$1,305,095.15 and authorize the Mayor to sign the contract on behalf of the City and also authorize the Mayor to sign change orders up to 10% of the contract value.

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

Motion carried unanimously.

d.  **Noll Road – Segment 3A – TIB Grant Acceptance**

At 7:56 p.m., Mayor Erickson turned the meeting over to Deputy Mayor McGinty to continue chairing.

Director of Engineering Lenius presented the agenda summary, noting as part of the next phase of the Noll Road Corridor Improvements project, the City has been awarded \$1.36M in grant funds from the Washington State Transportation Improvement Board. This funding in addition to the \$1.07M in STP (FHWA) funds also awarded, along with \$590K of City funds will construct Segment 3A (North Segment) of the Noll project. This funding is part of the planned budget currently in the City's CIP.

Motion: Move to approve acceptance of the grant in the amount of \$1,360,000 from the Washington State Transportation Improvement Board and move to authorize the Deputy Mayor to sign the grant agreement on behalf of the City.

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

Motion carried unanimously.

At 8:02 p.m., Mayor Erickson continued chairing the meeting.

e. **Raab Park Caretaker**

Public Works Superintendent Lund presented the agenda summary, noting the current caretaker at Raab Park will be leaving at the end of March 2021. The current caretaker residence at Raab Park is a 51-year-old mobile home that needs replacement. Prior to making the decision on replacing the residence, the City needs

to decide whether to keep the Caretaker position for Raab Park or hire additional staff for maintenance of the park.

Currently the caretaker lives in the residence free of charge in exchange for maintenance and security at the park. The caretaker has always been a City employee who completes the maintenance work in their off hours and does not impact their daily City duties. As the caretaker lives on the park's grounds, the level of service in parks maintenance and upkeep is higher than if it was just a staff member "making rounds" A caretaker is a 24/7 security guard. Public Works Committee recommended bringing this to full council for discussion.

Councilmember Lord said Raab Park is probably one of our most remote parks and is so big. Security is important. She supports continuing the caretaker program. She does not want to invest too much in the existing home -- enough to make it livable until a replacement home could be purchased. She asked what happens when the caretaker takes vacation.

Public Works Superintendent Lund said the policy has changed for the department to do basic weekend services. The security portion would not be covered. If it is long term, they have someone house sit that has been cleared background checks.

In response to Councilmember Musgrove, Public Works Superintendent Lund said the City pays for the utilities, everything except cable. Councilmember Musgrove compared the cost of the house and utilities to an FTE, and the caretaker made option makes more sense financially. He supports continuing the caretaker program.

Councilmember Livdahl said financially it seems like a no-brainer for continuing the program. The appeal and the character of the park would change because the level of service would suffer.

Councilmember McVey is not opposed to the program, but he would feel more comfortable if it were reviewed by the City Attorney for potential liability issues. Public Works Superintendent Lund said they could run it by the City Attorney.

Councilmember Phillips brought up space considerations and future park expansions. He likes the idea of a full-time employee supporting other parks. Public Works Superintendent Lund said the trailer does not take up much space. There are a couple of spots in the park for the skate park. With the existing water tank and future tank, the plan is to fence that whole area off (house and tanks) and keep it more secure. He has been discussing the pros and cons with P&R Director Schoonmaker. The level of service will go down if they don't have the caretaker program.

Councilmember Phillips asked if they have potential candidates. Public Works Superintendent Lund said they had a couple employees express interest.

Councilmember McGinty asked how an employee works full time, and then does extra work. Public Works Superintendent Lund said the work they do pays for housing.

Mayor Erickson said this park is so big and that is where our helicopters land. We have to make sure the emergency service area is well protected and taken care of. That is another reason to have a body up there.

Councilmember Livdahl said there is a broader conversation that needs to take place -- they need to create a capital improvement fund for some of these properties (a reserve fund).

Councilmember McVey said he is not comfortable voting tonight prior to having this reviewed by the City Attorney.

Councilmember McGinty said they could approve the concept if the City Attorney approves it.

Councilmember McVey would like to know what the current value of the housing is. Public Works Superintendent Lund said he would find out, but estimated it would be around \$1200-\$1400 a month.

Councilmember McGinty asked that the attorney comments be sent out once they are received.

Motion: Move to approve keeping the Raab Park Caretaker Position and authorize staff to research funding opportunities to replace the aging residence contingent upon attorney approval.

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

Motion carried unanimously.

7. COUNCIL COMMITTEE REPORTS

Economic Development/Planning Committee: Councilmember Lord reported they received an update on the Shoreline Master Program (Council workshops scheduled for June and public hearing in July); long range planning strategies (2024 Comprehensive Plan major update: housing assessment action plan, commercial lands analysis, buildable lands-land capacity survey, best available science, Parks & Recreation Open Space plan); and the department is anticipating 412 single-family units and 803 multi-family units in 2021 (+400 population). Viking Fest announced that Viking Fest and 3rd of July will not happen for 2021. The Port of Poulsbo is talking about "Films on the Fjord" barge this

summer (still in planning process); they are planning for a Christmas Market; and the boat ramp is closed (cannot fix it until the end of May, and up and running by August).

Finance-Administration Committee: Councilmember McVey reported they received an update on sales tax revenue (YTD revenues are even from last year, up 1.2%); discussed surplus items for both governmental and proprietary items and recommended approval; had a brief discussion about the Parks & Rec building and looking at ways to do an analysis of the building. They would like the Parks & Recreation Commission to do some of the analysis. They also discussed the Transportation Benefit District (generate dedicated funds for the maintenance of neighborhood streets with a \$20 car tab tax).

Housing, Health, and Human Services Committee: Councilmember Livdahl reported they received an update from NK Fishline (excitement over the Fire CARES program and how helpful it has been to some of their clients); Nelson House site tour; new COVID dashboard on Health District website; and partnership with the Suquamish Tribe and local pharmacies for vaccine roll out. Discussed partnership with North Point Church and the hotline for concierge service for individuals who are challenged with finding their own appointments for vaccinations (360-394-9795).

Public Works Committee: Councilmember Lord reported most of their committee items were covered at tonight's meeting. In addition, they are looking at the failure of the rock wall at Peterson & Front and proposing using an on-call geotechnical consultant (\$3,000) to get a survey of the condition of the rock wall and look at our risk assessment/liability exposure.

8. BOARD/COMMISSION REPORTS

Councilmember Phillips reported secondary students go back to school March 15.

Councilmember Stern announced the Kitsap Regional Coordinating Council retreat is tomorrow and invited the Council to attend.

Mayor Erickson said Housing Kitsap is in the process of hiring a new Executive Director. Kitsap Transit will have an federal infrastructure package and asked if the jurisdictions had projects for transit (we need a new P&R lot in the south-end of Poulsbo), and talked about finishing the transit center and getting the double decker buses. Kitsap 911 is discussing a new radio system that would need a sales tax increase (she has been asking for the plan). The Health District has a new COVID metrics dashboard and discussion of a mass vaccination clinic in the north end.

9. CONTINUED COMMENTS FROM CITIZENS

David Hudson said the County held its meeting about Lemolo Shore traffic. They are going to do nothing. The City Council has been waiting to see what the County is going

to do. Pedestrian traffic will increase, and there is no active traffic mitigation plan still for Fjord. He doesn't understand why they cannot have speed bumps installed when they are installed in other areas. He thanked the City Clerk for representing the City beautifully. He also commended the Council for all they have gone through the last several years. He would be really happy if they did something about Fjord.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl agreed with Mr. Hudson's comments. She feels if she could find funds, it would be done already. The City's conversations will need to get more serious after hearing the County doesn't have any plans. There will be deficits in the wholistic approach that is needed there.

Councilmember Lord agreed that she is disappointed the County does not have the vision to see the impacts of the changes to 305. They control Lemolo Shore Drive northbound to our City limits. They will do their best to work with them and put pressure on them to get cooperation on how to handle traffic and pedestrians on Lemolo.

Councilmember McVey thanked Mr. Hudson for his comments. He added he talked with Commissioner Gelder last week after the meeting. He reinforced how important the Fjord/Lemolo corridor is to the City of Poulsbo, the importance of approaching this from a short term and long term perspective, and we are willing to be patient for now in hopes that the County will move in the right direction. It was a productive conversation.

Councilmember Musgrove asked everyone to be courteous, kind, and considerate. That is what Poulsbo is known for.

Councilmember Phillips asked everyone to eat and shop local, and thanked fire, police, and City staff.

Mayor Erickson said the high school football Facebook live streams have been fun to watch. She also said after the County's meeting about Lemolo, she had two people contact her asking about how to annex into the City.

Councilmember Stern shared a very valuable community member passed away, Rear Admirable Bruce Harlow, and took a moment to publicly honor his life and his accomplishments.

11. ADJOURNMENT

Motion: Move to adjourn at 9:08 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk