

## **POULSBO CITY COUNCIL MEETING OF APRIL 14, 2021**

### **MINUTES**

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

Staff: Finance Director Booher, City Clerk Fernandez, Health & Human Services Director Hendrickson, Parks & Recreation Director Schoonmaker, Transportation Engineer Bateman

### **MAJOR BUSINESS ITEMS**

- \* \* \* Excuse Councilmember Stern from 4/7/2021 Council Meeting
- \* \* \* 4<sup>th</sup> Quarter 2020 Financial Status Report Presentation
- \* \* \* Ordinance No. 2021-04, 1<sup>st</sup> Quarter 2021 Budget Amendments
- \* \* \* Proposed Fee Increase: Celebration Tree Program
- \* \* \* Crystal View Plat
- \* \* \* BA#21-0201 – Nixle
- \* \* \* Executive Session to Discuss Qualifications of an Applicant for Public Employment

#### **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** McGinty, **Seconded by** Stern.

Motion carried unanimously.

#### **3. COMMENTS FROM CITIZENS**

City Clerk Fernandez read the following comment into the record:

- Anthony Braeger wrote regarding the Crystal View Plat and concerns about the existing storm water plan not being adequate to contain the storm water runoff and asked who would be responsible for its management. He also is concerned over a recently constructed wall which appears to be leaning over and could collapse.

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

Councilmember Lord reminded everyone there is a Hearing Examiner Public Hearing which people can submit comments on April 22 at 10:00 a.m. for the Port of Poulsbo's expansion and replacement of the breakwater.

Councilmember McVey said he was downtown today and noticed Burrata Bistro is improving its outdoor dining spaces. State 42 Wines will also be improving their outdoor space. The action the Council took to allow businesses to expand their footprints is working, and the efforts are paying dividends. He thinks it will be a fun summer in downtown Poulsbo.

Councilmember Musgrove said the Council had voted to continue the WWU SBDC which is sited in Poulsbo. They just issued their quarterly report, and it is gratifying to see the number of people they have served. Poulsbo businesses have been using it extensively. He thanked the Council for supporting the SBDC.

Councilmember Stern said he and two other councilmembers attended the dedication of the Poulsbo Historical Society. He said this event is significant and shared a photo of the event. He shared how people can donate to their capital campaign. Councilmember Lord said it was a moving opportunity to see it come together, and the property where the red house comprises three separate lots, so there is room for expansion.

##### **a. Volunteer Recognition**

Mayor Erickson recognized volunteers who have partnered with North Point Church to help make COVID-19 vaccination appointments for people who were unable to use computers or for people who don't speak English as a first language. Mayor Erickson and the City Council thanked North Point Church and Alana Basco-Yu, Cherie Baker, Carmela Dellino, Helen Kipps, Linda Obergottsberger, Laurie Sarver, Jane Vagstad, Kathy Van Ye, and Linda Espinosa for their volunteer efforts.

##### **b. Department Head Reports**

Finance Director Booher said they are in final stages of their CAFR preparation. The Auditor has also touched base, all work will be done remotely. They will keep the Finance Committee posted on the Entrance Conference date.

#### **5. CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda item a.

The items listed are:

- a. Excuse Councilmember Stern from 4/7/2021 Council Meeting

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

## 6. BUSINESS AGENDA

- a. **4<sup>th</sup> Quarter 2020 Financial Status Report**

Finance Director Booher reviewed and discussed the 4<sup>th</sup> Quarter 2020 Financial Status Report outlining revenues, expenditures, financial policy compliance, cash & investment balance and capital project status year-to-date through December 31, 2020.

Councilmember Stern asked what method and time frame they might be able to absorb the Noll Road assets and make them a municipal benefit. Finance Director Booher said they will never be able to take the tunnel and the roundabout, because it is a state highway. Finn Hill is partly in the UGA, so they might be able to assume that later. She also noted assuming an asset also assumes the liability of maintaining it.

Councilmember Stern said this is a question of State right-of-way that we are investing in. Finance Director Booher helped clarify it is a state highway (SR-305), and we are performing the work and contributing some City funds towards it, because it is a benefit for the citizens. Therefore, we can partner with the State. The land owned on each side of the highway is city-owned property, and when we make the improvements, we own the improvements as part of the capital infrastructure. The state highway is owned by the state, so it does not show up on any of our records as a City-owned asset. The City is making the improvements on behalf of the state and city and so we must record the expenditures because we are the recipients of the grants. The only portion we can record as an asset for the City is the part that is owned by the City. The artwork will be owned by the City.

Councilmember Musgrove asked clarified the residential street fund is not a part of the city street fund. Finance Director Booher said the city street fund is the maintenance of all streets in the city (operational costs). Capital improvements to streets are done from Fund 311.

**b. Ordinance No. 2021-04, 1<sup>st</sup> Quarter 2021 Budget Amendments**

Finance Director Booher presented the agenda summary, noting budget amendments for the 1st Quarter of 2021 were approved by Council during January, February, and March. Exhibit A includes these amendments and summarizes the revised budget by fund.

At 7:59 p.m., Mayor Erickson asked for any public comments. No comments were received

**Motion:** Move to adopt Ordinance 2021-04: An ordinance for the City of Poulsbo, Washington, amending the 2021-2022 Biennial Budget adopted by Ordinance No 2020-15 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion carried unanimously.

**c. Proposed Fee Increase: Celebration Tree Program**

Parks & Recreation Director Schoonmaker presented the agenda summary, noting as facilitated through the Tree Board and the Parks and Recreation Department, the City offers the community an opportunity to purchase a celebration tree to commemorate the loss of a loved one. Currently, the cost of the program is \$250, which includes consultation with the City Arborist, purchase and planting, along with on-going general care of the tree. The Tree Board has reviewed the program and discovered the current fee does not cover the costs associated with the program. They are as follows: Tree, \$200-\$400; City Arborist, \$100 per hour + mileage (usually 4-5 hours of consultation); Plaque and Installation, \$75-\$100. With these costs in mind, the Tree Board has recommended increasing the fee for the program to \$1,000 to ensure all costs are covered.

Councilmember Lord said this was discussed at Community Services Committee today, and they recommended approval.

Councilmember Musgrove asked how many trees have been planted under this program. Parks & Recreation Director Schoonmaker said he didn't have those numbers, but he knows there have been two in the last 45 days.

Councilmember Musgrove said he thought the original point was to support more trees on city property with a reasonable donation. Would it be more efficient to allocate a couple of days of arborist's time to predetermine suitable locations that are pre-approved, rather than one at a time. Maybe then can have two options, one

could be to give a donation at a preapproved donation amount, and it is placed somewhere in the city. The other option would be more customized. Parks & Recreation Director Schoonmaker said they can have as many options that the Council desires. He said currently the arborist does a good job by having a well-laid plan on where the trees can go. Most of his time is calling people back and people changing their mind and negotiating where it would go and what type of tree they want. Councilmember Musgrove would like a second option available in the future.

Councilmember McVey asked if the committee considered the psychological effect of the number of \$1,000 compared to \$975. Pricing is sometimes important. He wondered if some sort of recognition of that was discussed. Parks & Recreation Director Schoonmaker said the Tree Board was just looking at actual costs and rounded them up.

Councilmember Livdahl said they took the recommendation from the arborist of what it cost to provide the service. She said the actual cost versus what we were charging was a large discrepancy. It was important to bring it up to actual cost.

Councilmember Lord said it would be a good idea to put more information on social media on the program. She supports the cost of \$1,000 due to how much it costs to do the program.

**Motion:** Motion to approve a fee increase for the Celebration Tree Program from \$250 to \$1,000 in order to cover the City's costs.

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

Motion carried unanimously.

#### d. **Crystal View Plat**

Transportation Engineer Bateman presented the agenda summary, noting the infrastructure for Division 1 of the plat of Crystal View, a 46-lot plat located adjacent to Noll Rd, has been completed to the satisfaction of the Engineering, Planning, and Public Works Department. Division 1 completes 21 of the total 46 lots. Planning has identified two items which are required to be completed prior to recording the plat in addition to minor final plat drawing corrections identified by Engineering and Planning:

1. CC&R document final corrections
2. Landscape bonding accepted by the City
3. Final Plat drawing corrections

Crystal View Division 1 as proposed for final plat, conforms to the terms of preliminary plat approval as addressed in the final plat staff report. Given that Crystal View Division 1 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 approve Crystal View Division 1 final plat subject to the items listed above.

Councilmember McVey asked what was adjacent to the retaining wall. Transportation Engineer Bateman said the "tot lot" discussed in the citizen comment was an optional feature which they chose not to include. It is a landscape tract with a trail. Below the wall is the neighboring property to the person who made the comment.

Councilmember Musgrove clarified that the wall would not be the responsibility of the City. Transportation Engineer Bateman confirmed the wall would be owned by the Homeowners Association.

Councilmember Musgrove clarified if the Homeowners Association doesn't want to take responsibility of the wall, that would not be a decision of the City. Transportation Engineer Bateman said that would need to be discussed between the homeowners, the developer, the designer and the builder.

Councilmember Musgrove asked if the two years for them to prove the stormwater runoff is standard. Transportation Engineer Bateman said that is a standard requirement (two-years minimum bond and then inspected before they release the bond). He said staff would never bring forward a project that they didn't have full confidence in.

**Motion:** Move to approve the Final Plat of Crystal View Division 1 with final recording subject to the identified conditions.

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

Motion carried unanimously.

**e. BA#21-0201 – Nixle Software**

City Clerk Fernandez presented the agenda summary, noting Mayor Erickson asked staff to review online options for communicating outbound important messages with the public. Nixle and TextMyGov were the two options reviewed by the following team: Mayor Erickson, Police Chief Harding, IT Manager Stenstrom, City Clerk Fernandez, Housing, Health & Human Services Director Hendrickson, Kelly Ziemann (Police), Shannon Wood & Katlin Hartley (PW). After review, Nixle was the software that the end-users felt would best do the job of communicating with the public on emergent issues quickly and efficiently. With one action, the platform will send text messages, email messages, and phone calls, along with posting simultaneously to

Facebook (up to 7 accounts) and Twitter. The software can also translate messages into Spanish. Staff is seeking a budget amendment to be able to enter into a contract for community engagement and emergency management software services.

Councilmember Musgrove asked if this was separate from the County and State alert systems. City Clerk Fernandez confirmed it is separate.

Councilmember Musgrove asked for the anticipated costs for promoting for signups. City Clerk Fernandez expects to spend some funds to promote in the local newspapers, otherwise, press releases, Facebook, newsletters, and utility bills will be used to promote the software.

Councilmember Musgrove asked if we have anticipated on-going costs associated with the service (O&M on software). City Clerk Fernandez said the quote is \$3800 (plus tax) annually for a three-year contract. If she did an annual contract, she could expect a 3-5% increase each year.

Councilmember Lord said she assumes the \$4500 is not a one-time cost. City Clerk Fernandez said the first year's cost is \$3800 (plus tax) and an implementation fee. The next two years will be \$3,800 (plus tax) for each year. Then another contract will have to be negotiated.

Councilmember McVey said Finance Committee reviewed this proposal and recommended approval. He thinks this software would have been helpful over the last year during the pandemic. And while we are proposing these funds come out of reserves, they also discussed this may qualify for federal funding from the American Rescue Act.

Councilmember Phillips mentioned an instance where a kid got ahold of a Twitter account of their parent and sent out a message that people thought was a nuclear reactor code. He asked if the Mayor would sign off on the messages being sent out. Mayor Erickson said we will have a policy of who has access and how it is going to be used. We don't want to overuse it. She said another reason they preferred Nixle is that Bainbridge currently uses it and it is successful for them. Their emergency management team can give us pointers on how to put those protocols/policies together.

**Motion:** Move to approve Budget Amendment #21-0201 to enter into a contract with Nixle for Community Emergency Notification software services.

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

## 7. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Lord acknowledged Katie Stuart, their high school senior who attends the meetings, for her participation with the committee; the met Rachel Cornette, the new part-time programmer for Parks & Rec; update on PERC (formal comment period ended and tabulating the questionnaires); received first quarter stats for programming and revenues which is rapidly increasing; Virtual Road Race happening in May; Viking Fest and Third of July applications have been pulled; Kitsap Color Classic Bike Race is in September; Poulsbo Boat Rendezvous in August, and Poulsbo Arts Festival in August; Chamber of Commerce Fundraising Golf Tournament at White Horse Golf Course is opening registration on May 1; amendment on the contract for Rotary Morrow Park (recommended for approval); requested funding for staffing assistance from the American Rescue Plan funding.

Public Works Committee: Councilmember Lord reported they discussed the roof contract for the new public works building; report on the building code update; video presentation on the construction of the tunnel; conversation about the Gorst Coalition MOU (lobbying package with a small donation coming from the jurisdictions); overview of 2022-27 Transportation Improvement Program (TIP) (19 projects – broad listing to qualify for state/federal funding) with three new projects add to the list to include the Fjord Drive Traffic Calming and Pedestrian Enhancements, Front Street Improvements (utility & street), and small ADA improvements; discussed Raab Park Caretaker situation (will get a new caretaker by the end of the month).

Councilmember Musgrove pointed out that Fjord Drive has been added to the TIP to help them set up being able to receive funding when it is available.

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

Councilmember Musgrove reported at the Business Recovery Task Force the Small Business Development Center is trying to understand and navigate the new funding that will become available soon to businesses. He said the new museum is great to draw people further down Front Street. They have more renters wanting to lease space downtown.

Councilmember Stern said he will be attending the Peninsula Regional Transportation Planning Organization on Friday.

Mayor Erickson reported at the Puget Sound Regional Council (PSRC) they are splitting up large sums of transit dollars (\$565MM) and she has been nominated as Vice-Chair of PSRC and the vote will be April 29 at the General Assembly. Kitsap 911 will bring forward a tax proposal to fund a new radio system and funding for capital acquisitions (iLeads). Housing Kitsap is in the process of hiring a new Executive Director. Transit bought a large piece of property for a new Park & Ride lot in Port Orchard with mixed use development

as part of a sub-area plan, and they talked about the electric double-decker busses. At Kitsap Regional Council they are reviewing the Countywide Planning Policies update.

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

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

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

Councilmember Lord said last weekend was the grand opening at North Point Church of the new teen center called "The Next Door."

Councilmember McVey asked for the status on short-term parking signs for Front Street. Mayor Erickson said she will have to check in with Public Works and get back to him with an answer.

Councilmember Musgrove said there will be a lot of boats in the marina this weekend. He hopes everyone enjoys the weather. He asked if we have an idea of the disposition of the current road service property at the corner of Bond & 305. Mayor Erickson said she does not know what the County has planned. He attended the Planning Commission meeting last night, it was very informative. He thanked Planning staff for their filtering and heavy lifting they do on these projects.

Councilmember Phillips said the teen center will be well used once COVID is over. He asked everyone to eat local and shop local. He thanked police, fire, public works, and city staff for all they do.

Councilmember Stern the Mayor's nomination to be the vice-chair of the Puget Sound Regional Council will lead to her being chair the following year. This is a big deal, especially for a small town. He congratulated the Mayor on her nomination.

## **11. EXECUTIVE SESSION**

**Motion:** Move that they go into executive and at the end of executive session to adjourn from there,

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

At 9:08 p.m., Mayor Erickson adjourned the meeting into a 30-minute executive session to discuss qualifications of an applicant for public employment per RCW 42.30.110(1)(g). No action was taken.

## **12. ADJOURNMENT**

At 9:38 p.m., the meeting was adjourned.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk