

POULSBO CITY COUNCIL MEETING OF MAY 19, 2021

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Public Works Superintendent Lund, Director of Engineering Lenius, Civil Engineer Ranes, Engineer 1 Burgess, Engineer 1 Roberts

MAJOR BUSINESS ITEMS

- * * * Noll Storm Retrofit – CAD Services Consultant Contract
- * * * Approve Purchase of Garbage Truck
- * * * 1st Quarter 2021 Financial Status Report
- * * * Noll North Design and Noll North/Middle Right-of-Way Consultant Contract Supplement
- * * * Entrance to Anderson Parkway Single Day Closure

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** Lord.
Motion carried unanimously.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl expressed her condolences to the public works employee who was hit on the work site today. It is National Public Works Week, and she thanked the department for everything they do, She also wanted to talk about emails regarding water at the pump track.

Councilmember Lord sent best wishes to our Public Works employee. Public Works people are out there in harm's way all the time because they must work in the right-of-way.

Councilmember McGinty also sent his best to the Public Works employee. It is nice to hear he is going to be okay.

Councilmember McVey reported on the former Albertsons space at the Poulsbo Village. He spoke to the property manager at the Poulsbo Village. The Mayor talked with the commercial real estate agent Safeway has retained to sell the property, and the head of real estate for Safeway. This is a private solution, but there could be things we could do as a City to help facilitate the sale of that property. There is a potential buyer. They will circle back in a couple weeks. He also talked with Councilmember Livdahl to help work on this issue. If the buyer does not come through, they would like to host a Zoom meeting with Safeway.

Councilmember Lord pointed out that there are mixed use opportunities in commercial zones and a lot of flexibility in something like that. It doesn't have to be just a box store.

Councilmember Stern noted tax increment financing is in our local control to assist with infrastructure that could be a hurdle for development.

Councilmember Musgrove sent condolences to the Public Works employee, his family, and the entire Public Works crew. He is sure something will happen with the vacant lot and agrees with Councilmember McVey. He shared it is mental health awareness month.

Councilmember Phillips sent condolences to the Public Works employee. He said people will be watering their yards, and wondered when the best time would be to start watering. Finance Director Booher said water averaging begins this month, and notices were included on the bill and website.

Councilmember Stern mentioned the North Kitsap Herald headline regarding an incident at the waterfront park (reported at previous Council meeting). It is a fantastic example under our effort to restructure our police department with the new police chief. They have proven results with mental health issues being de-escalated.

a. Department Head Reports

Public Works Superintendent Lund gave a report on the incident this morning with his crew member who was hit. He will have a lengthy recovery, but all-in-all he thinks he will be okay. He asked drivers to slow down when driving.

Mayor Erickson commended Mike Lund, Chief Harding, the Public Works team, Police Department and Washington State Patrol who came together to quickly mitigate the scene.

Mayor Erickson shared an advertisement promoting vaccines and Nixle that she would like to have in the local newspapers and requested Council concurrence to pay \$1,600 from their budget (travel).

Motion: Move to approve using the Council's budget to pay for this ad as presented up to \$1,600 in two local newspapers.

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

Motion carried unanimously.

Mayor Erickson discussed the emails regarding putting water at the pump track. She would like to put water there. Public Works Superintendent Lund is researching the cost. She just wants to make it clear that they do not plan to put bathrooms in the future and asked Parks & Recreation Director Schoonmaker have those discussions with the requestor.

Mayor Erickson said Councilmember Phillips and Public Works Superintendent Lund joined her in a conversation with Caldart Height to discuss how they park in residential neighborhoods. Where do they park and how is that policy being developed? She is more inclined to work on a comprehensive solution for residential parking. She realizes every subdivision is different, no consistency, and as our city grows there is increased pressure on our residential streets to have parking. She will be working on that. The HOA of Caldart Heights will have another meeting and discuss what their expectations are.

5. **CONSENT AGENDA**

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

The items listed are:

- a. Noll Storm Retrofit – CAD Services Consultant Contract
- b. Approve Purchase of Garbage Truck

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

Discussion: Councilmember McVey asked if the garbage truck was a standard truck for the \$400,000 sales price. Public Works Superintendent Lund said this is what it costs for new garbage trucks, and it will only get more expensive. Mayor Erickson said they will also

need more trucks in the future. Councilmember Musgrove said a new truck will help a lot, but they will be needing to hire various new employees, including probably a new truck driver.

Motion carried unanimously.

6. BUSINESS AGENDA

a. 1st Quarter 2021 Financial Status Report

Finance Director Booher presented the 1st Quarter 2021 Financial Status Report. Presentation highlights included General Fund Revenues (YTD % actual to budget month ending March 31, 2021 and highlighted variance explanations +/-15%), General Fund Expenses (YTD % actual to budget month ending March 31, 2021 and highlighted variance explanations +/-15%), revenues and expenditures of all funds, financial management policy compliance, investment inventory, and capital project status report.

b. Noll North Design and Noll North/Middle Right-of-Way Consultant Contract Supplement

Civil Engineer Raney presented the consultant contract supplement for design of the north segment and additional right-of-way services to complete acquisitions on the middle and north segments of the Noll Road Improvement project. The contract supplement with Parametrix is within the current project budget.

At 7:57 p.m., Mayor Erickson recused herself from the discussion and Deputy Mayor McGinty continued chairing the meeting.

Councilmember McVey asked if there were any changes to the approach to the project. Civil Engineer Raney said the only changes are federal requirements as they go through the right-of-way process.

Councilmember McVey asked about the challenges of the right-of-way acquisition process. Civil Engineer Raney said they must acquire some right-of-way from PSE that can be lengthy, and some properties that may be in plans of development and harder to negotiate with.

Councilmember Musgrove confirmed in the numbers tabulation, they are in thousands of hours and then multiply by the dollars in each (wages multiplied by the number of hours expected in the contract). Civil Engineer Raney confirmed that was correct.

Motion: Move to approve Contract Supplement #13 with Parametrix for the design of the North Segment and for additional Right of Way Services to complete acquisitions on the North & Middle Segments of the Noll Road Improvements project in the amount of \$618,788.79 and authorize the Deputy Mayor to sign the contract on behalf of the City.

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

Motion carried unanimously.

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

c. Entrance to Anderson Parkway Single Day Closure

Engineer 1 Burgess presented the agenda summary, noting Longship Marine will be extending water service across the entrance of Anderson Parkway known as "King Harald V Vei". This work is to rectify a building deficiency and will bring their structure into compliance. This work has been a coordinated effort between the property owner, City Building, and Public Works departments. The road closure would be for one business day. A single day closure will reduce the cost of the water line extension for the property owner and alleviate traffic flow concerns through an active construction zone. City Policy is that road closures are not permitted unless permission is granted by City Council. Public Works Committee has recommended approval with a condition that the work take place in the beginning of the week. The date of work will happen in the second or third week of June.

Councilmember Musgrove said the discussion at Public Works Committee involved trying to find a balance between costs incurred to the business owner as opposed to inconvenience to customers and other businesses. They looked at night work, but it was not feasible. They felt a weekday permit would be preferable and acceptable.

Councilmember Lord added the committee explored all the options. This is a one-day event. The carousel was there for several weeks. They have had interruptions before for various things and people have dealt with it. There are enough ways to get into Anderson Parkway with plenty of signage. The committee recommended approval of this plan.

Councilmember McVey asked if there is any chance that this process could go beyond one day. Engineer 1 Burgess said the closure allows the contractor to open up the existing water main, make the connection, trench to the sidewalk on the other side of the road and backfill the trench. Repaving will happen the next day, maintaining one lane of traffic. This will allow them to finish in 1-3 days, instead of 3-5 days. It is a straightforward project. There is always a chance of running into a complication, but

the Public Works department is familiar with this area and has looked at the point of connection with great scrutiny and they have high confidence that the contractor will do well in this area.

Motion: Move to approve a single day road closure of "King Harald V Vei" to facilitate a water line extension for Longship Marine with the condition that this closure take place on a Monday or Tuesday.

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

Motion carried unanimously.

7. COUNCIL COMMITTEE REPORTS

Housing, Health, and Human Services Committee: Councilmember Livdahl reported they received an update on COVID vaccination numbers, rates of infection, and walk-in vaccine clinics are available in several options in Poulsbo (Walmart, Rite-Aid, Safeway); update on Nordic Cottage steering committee (3 two-story duplex units) and the code change that will be needed; discussed a lease extension for Coffee Oasis at the Nelson House (change that they can operate as a program to allow them more authority to remove residents when it is not a good fit); and want to consider ARPA funds for mental health but ultimately need to figure out sustainable funding.

Public Safety/Legal Committee: Councilmember Stern reported they discussed the police department lieutenant hiring; Police Community Advisory Group had their first meeting (they asked for a youth representative on the committee) and there might be opportunities to address race equity rather than a separate advisory council; City Prosecutor Foster gave a detailed report on the 22 bills that were passed by the legislature that affect us; received a report on a staffing formula to determine appropriate levels of service from the Police Chief; received a report on case management database system that will be a professional services agreement; and received a report on a new software provider to handle surplus evidence coming out of the police department (PropertyRoom.com); trials will not start in person before September; behavioral navigator program reported out on Jamie's work (25 contacts) and a report from the Fire Cares program. He reported on his personal take the tremendous job our new police chief is doing: streamlining, new management, reform, and the investment in training for de-escalation, implicit bias, and duty to intervene. We are making great strides in police reform and he is proud of the City.

8. BOARD/COMMISSION REPORTS

Councilmember Livdahl reported the Chamber of Commerce is working hard on their fundraising golf event (looking for a couple more sponsorships) and there is an opportunity to partner with the Port Orchard Chamber for a corn hole competition (they are looking for more teams). Ribbon cuttings are starting up again (Big Leaf Maple Bakery is June 4 at 9:00 a.m. and some on Viking Avenue).

Councilmember Lord reported the Historic Downtown Poulsbo Association is doing what they can to get their businesses back up and running. They are trying to stay proactive on the beautification. They would like to get the blue benches refurbished for \$400 per bench. They are seeking funding and it could be a potential use of ARPA funds.

Mayor Erickson reported they had a workshop at Kitsap Transit (electrification of busses/hydrogen fuel cells, the ferry fleet, and park & rides).

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl said she has been having extensive conversation with community organizers who have started Race Equity Task Forces in other cities. We need to listen to them and consider it. Bremerton has started it with no budget. Bremerton Councilmembers are willing to sit down and chat.

Councilmember Lord encouraged everyone to get outside, enjoy the weather and enjoy each other.

Councilmember Phillips encouraged everyone to eat local and shop local.

Councilmember Stern said at Public Safety/Legal Committee they discussed the Race Equity Task Force. The Police Chief was going to do some research and report back to the committee at a future meeting date.

11. ADJOURNMENT

Motion: Move to adjourn at 8:36 p.m.,

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

Motion carried unanimously.

ATTEST:

Rebecca Erickson, Mayor

Rhiannon Fernandez, CMC, City Clerk