

# POULSBO CITY COUNCIL MEETING OF JULY 21, 2021

## MINUTES

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

**Staff:** Engineer Burgess, Senior Planner Coleman, Deputy City Clerk Diehl, Police Chief Harding, City Engineer Lenius, Civil Engineer Ranes, Parks and Recreation Director Schoonmaker.

**ABSENT:** Councilmember Phillips

### MAJOR BUSINESS ITEMS

- \* \* \* Derelict Vessel Removal Bid Acceptance
- \* \* \* Derelict Vessel Budget Amendment # 21-0304
- \* \* \* Parks & Recreation Commission Appointment
- \* \* \* Sewer Plan Phase 2 Consultant Agreement BHC Consultants
- \* \* \* Johnson Way Parkway Project Update
- \* \* \* PMC Building Code Update – Part 2
- \* \* \* Public Hearing on the Shoreline Master Plan Update
- \* \* \* Executive Session Regarding Performance of a Public Employee

#### 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 with addition of the Executive Session at the end of the meeting.

**Action:** Approve, **Moved by** Stern, **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 Lord noted the Council and Mayor had received a thank you letter

from the Children’s Ministry & Youth Director of Northpoint Church for recognition of the new youth center at their campus. Lord also noted Eugenie Jones will be performing at Tuesday’s Summer Nights at the Bay concert.

Councilmember McVey thanked the Parks & Recreation Department for Summer Nights at the Bay Concert Series and highlight the diversity of the musicians.

Councilmember Musgrove commented on the great programs the Parks and Recreation Department is putting on and looks forward in taking part in the Summer Nights at the Bay Concert Series and the Geocache event.

Councilmember Stern attended the re-opening of the Sons of Norway for a fundraiser for the Poulsbo Historical Society and an in-person Chamber of Commerce fundraising event.

Mayor Erickson stated she was grateful to be a part of the grand opening of the youth center at Northpoint Church. She mentioned this past Saturday she gave a tour of City Hall to a local Cub Scout Troop. She stated there will be a grand opening very soon for a new Hotel in the heart of downtown which is being described as a reinvention of the old Olympic Hotel. She noted this Friday the Daughters of Norway will be visiting Poulsbo and she will be greeting them.

## 5. **CONSENT AGENDA**

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

The items listed are:

- a. Derelict Vessel Removal Bid Acceptance
- b. Derelict Vessel Budget Amendment #21-0304

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

## 6. **BUSINESS AGENDA**

### a. **Parks & Recreation Commission Appointment**

Parks & Recreation Director Schoonmaker presented the agenda summary, noting Mr. Hovey’s accomplishments and desire to build a sense of community by bringing

neighbors and strangers together. Mayor Erickson has appointed the following commission member and seeks Council concurrence: Erik Hovey to the Parks & Recreation Commission (term expiring 12/31/2022).

**Motion:** Move to confirm the Mayor's recommendation for appointment to the Parks & Recreation Commission as presented.

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

Motion carried unanimously.

**b. Sewer Plan Phase 2 Consultant Agreement BHC Consultants**

City Engineer Lenius presented the agenda summary, noting the timeline to complete the comprehensive sewer plan is by 2022 before the adoption of the City's Comprehensive Plan in 2024. Lenius noted this is a two-phase approach with Phase 1 just wrapping up. Phase 2 tasks will consist of: System Hydraulic Capacity Analysis; Identifying system constraints and necessary improvements; Sewer Comp Plan Chapter Development; Financial Plan Development and Analysis; Sewer Advisory Committee Workshop Support; Coordination with County, City, and Stakeholders; and Plan Approval from Department of Ecology. They will hold three workshops with a draft plan submitted to Council and Department of Ecology in December 2021 with the final plan ready for adoption in March/April 2022. The Sewer Professional Services Budget contains \$250,000 which will cover the BHC Phase 2 Scope costing \$157,905 and the MBR Reduced Scope costing \$40, 000 to \$55,000. The Public Works Committee has recommended approval.

**Motion:** Move to approve the task authorization with BHC for Phase 2 of the Sewer Comprehensive Plan in the amount of \$157,905 and authorize the Mayor to sign on behalf of the City.

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

Motion carried unanimously.

**c. Johnson Parkway Project Update**

Civil Engineer Raney provided an update of the current progress on the Johnson Parkway project. The update highlighted the work done on the Noll Corridor South Segment to include: Installation of culverts for stream one and two; Setting footings for the Bjorgen Creek culvert; Removing the bypass road and paving lower Johnson Way to Lemolo; Shifting traffic on to the main alignment of Highway 305; Curb and gutters installed to form up the roundabout; Installing a joint utility trench; and they

have the tunnel 70% complete. Ranes noted they are currently on budget with the overall construction budget being \$18.8 million broke down as: Contractor's Bid \$15,323,339; Construction Management \$1,532,334; Contingency Remaining \$1,801,279; Change Order to Date \$37, 521 which totals \$18,694,473. He also noted they have used 126 of the 270 working days and paid \$6.4 million of the \$15.3 million contract. Ranes stated they took a tour of Elijah Burnett's blacksmith shop, who is the artist for the roundabout centerpiece and the artwork is starting to come together. Ranes noted the following work is to be expected next: Removing the bypass road; Install final tunnel segments; Pond excavation; Construction of wall at north side of roundabout; Construction of roundabout islands; and the construction of the Bjorgen Creek fish culvert.

**d. PMC Building Code Update – Part 2**

Engineer Burgess summarized last week's presentation, noting this update is being done to improve the clarity of the code for our consumers and make it consistent with the model code in terms of interpretation and enforcement. He noted they are required to adopt the International Property Maintenance Code which allows the city to assess hazardous structures & conditions. There were two sections questioned last week on the necessity of them to our code: section 302.4 - Height of grass; and section 304.14 - Window Screens. Burgess found these two sections could be removed due to: 302.4 - Height of grass can be enforced by the Fire Department in the Fire Code and 304.14 – Window Screens was primarily created for mosquitos in the southern part of the US and probably does not apply to this area. Burgess noted the code and ordinance was sent to the City Attorney who approved of it. Council concurred to removing both sections 302.4 and 304.14 from the ordinance.

**e. Public Hearing on the Shoreline Master Plan (SMP) Update**

Senior Planner Coleman presented the agenda summary, noting the SMP is a planning and regulatory comprehensive shoreline land-use plan that includes Liberty Bay and a portion of Dogfish Creek which was originally approved and adopted in 1976 and overhauled in 2012. She stated the shoreline jurisdiction is considered 200 feet inland of the Ordinary High-Water Mark. Coleman noted the Shoreline Management Act requires cities to review/update their SMP's every 8 years, this update will be narrower than the 2012 update and is designed to ensure the SMP stays current and adaptable. The SMP includes: Comp Plan Chapter 5 – Goals and Policies; Official Shoreline Maps; PMC 16.08 – Regulations; and PMC 16.09 – Administration and Procedures. The review schedule included: Planning Commission Workshops and a Public Hearing; a 30-day

joint Ecology Public Comment Period; Planning and Economic Development Committee Meetings; and City Council Workshops and a Public Hearing.

Mayor Erickson opened the Public Hearing for public comment at 8:09 p.m. Receiving no public comments, Erickson closed the public hearing at 8:10 p.m.

**Motion:** Move to approve with modifications the 2021 Shoreline Master Program Update as identified in Exhibits B-E to the July 15, 2021 staff report; and direct the planning and Economic Development Director to prepare an adopting ordinance in support of this decision.

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

Motion carried unanimously.

## 7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember McGinty reported: the Mayor had spoken with the Poulsbo Historical Society and they are still using the downstairs space for storage but she is going to work with them on a plan to transition out in order to use the space for daily city hall functions; Human Resources is working on an update of the Covid-19 requirements plan; the possibility of the old Public Works site being used by the Poulsbo Farmers Market, but an appraisal is needed; ARPA funding discussion in regards to current advertised and upcoming employment positions; ARPA funding for Business Grants; Housing Kitsap building affordable housing on the tri-angle property; and there is a AWC Budget Training class coming up in August.

Public Safety/Legal Committee: Councilmember Stern reported: they discussed the possibility of forming a Racial Equity Advisory Committee; fireworks both private and public events and the value of placing a measure on a general election ballot; derelict vessel removal; updating and replacing police body worn cameras; legal update on House Bill 1310 regarding Use of Force; Fire Cares program requesting additional funding to add a Geriatric Care Manager; Kitsap County has contracted with Poulsbo to provide Public Defender Services; the State Supreme court still has a hold on trial cases and Poulsbo has a record 25 pending cases to be heard.

## 8. BOARD/COMMISSION REPORTS

Councilmember Livdahl reported on the Chamber of Commerce Board: they held their annual golf tournament last weekend in which they had 16 teams; on Sunday they held a regional Cornhole Tournament with other tournament to be held on Thursday; they are

working on a in person Chamber Luncheon for August 18<sup>th</sup> at Raab Park; and they are organizing the Poulsbrew Festival for September 18<sup>th</sup>.

Councilmember Lord reported on the Historic Downtown Poulsbo Association noting they are working on promoting tourism in conjunction with the American Spirit Cruise Ship.

Councilmember Musgrove reminded council due to COVID they have not had any of their twice a year joint meeting with the Port of Poulsbo and he would like to get something scheduled.

Mayor Erickson reported she has a PSRC meeting tomorrow in which they will be discussing the transportation stimulus money that will be distributed to Kitsap Transit. She will be attending a Highway 305 project meeting to not only discuss Poulsbo roundabout project, but the other remaining projects on Highway 305.

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

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

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

Mayor Erickson announced after the final comments, they will move into a 15-minute executive session to discuss performance of a public employee per RCW 42.30.110(1)(g). No action will be taken.

## **11. EXECUTIVE SESSION**

**Motion:** Move to exit into executive session and will adjourn Council at the end of the executive session as outlined by the mayor previously.

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

At 8:41 p.m., Mayor Erickson adjourned the meeting into a 15-minute executive session to discuss performance of a public employee per RCW 42.30.110(1)(g). No action was taken.

## **12. ADJOURNMENT**

At 8:54 p.m., the meeting was adjourned.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk

*Respectfully prepared and submitted by Kati Diehl*