



Finance/Administration Committee

This meeting was held remotely.

Subject	Meeting Minutes	Date	07/21/2021
Recorder	City Clerk Fernandez	Start Time	5:00 PM
Committee Chair	Jeff McGinty	End Time	7:00 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, PW Superintendent Lund; Guest: Darice Grass (Poulsbo Farmers Market); Deputy Clerk Diehl		
Meeting Video: https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee	Stern had questions about refund of enterprises (utility billing – couldn't identify which enterprise it was going back to) and police union deduction.	
	b. Agenda and Extended Agenda Review		
	1. 07/21/21-Members Absent-Booher		
	08/04/21-Members Absent-	McVey	
	c. Committee Meeting Minutes – 07/07/21	Approved.	
2.	Agenda Items:		
	a. Poulsbo Historical Society	Erickson reported the museum wants to use the space as an archive hall. She requested they draft a plan for how long they will use the space, so we can appropriately plan for cash flow when we want to take the space back. Booher noted the intent of the space was to have displays and be open at certain times. They own half the space and lease the other half.	
	b. COVID-19 Response Plan Policy Update	<input checked="" type="checkbox"/> Discussed	
	c. Public Works Site Disposal Policy Discussion	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: A budget amendment is coming forward to pay for an appraisal for the property with the possibility of selling to the Poulsbo Farmers Market.	
	d. ARPA Funding (On-going Placeholder)	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: Prepare a document for Council approval listing non-profits, award amounts, what requirements will be needed to award the funds.	
3.	Mayor and Department Head Comments:	Erickson reported beginning design work will start	

		<p>for the Nordic Cottage project, to be funded through HB-1406 funds (between \$5K-\$7K)</p> <p>Booher said the AWC newsletter came up, and they are having a municipal budgeting workshop online. It is \$50 for online. It is a great educational opportunity, which is geared at department heads and council.</p> <p>Kingery said if you know anyone looking for employment, please have them look at our website.</p> <p>Mayor Erickson said she will take time off August 19-31 and will need Deputy Mayor McGinty to back her up in her absence.</p>
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