

POULSBO CITY COUNCIL MEETING OF SEPTEMBER 15, 2021

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Planning & Economic Development Director Boughton, Parks & Recreation Director Schoonmaker, Engineer I Roberts, Engineer I Burgess, Police Chief Harding

MAJOR BUSINESS ITEMS

- * * * Minutes of September 8, 2021, Council Meeting
- * * * Payable Disbursements for August 2021
- * * * Poulsbo Event & Recreation Center Feasibility Study: Update
- * * * Rotary Morrow Community Park: Budget Amendment & Contract Award
- * * * Finn Hill Shared Use Path Project Acceptance
- * * * PSE Night Work Request
- * * * PSE Road Closure Request

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** Musgrove.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following written comments into the record:

- Stephanie Sluys wrote in support of ending the Summer Fair program.
- Daniel Sluys wrote in support of ending the Summer Fair program.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl said the Suquamish Tribe event's registration is full; they will be recorded and available to view later. She also responded to the Summer Fair comments and noted the HDPAs do not bind the Council and do not constitute all the City's constituents. The Council has been hearing from many people outside of the HDPAs that want the outdoor dining to remain because it makes them feel safer when eating at restaurants and it makes downtown feel more vibrant. She said the parking issue downtown is not due to the six spots being used for dining, and it won't be solved until the City starts charging for parking. She said there will be three construction projects that will be happening downtown, and that is why the Mayor is researching different parking options for downtown employees once these parking spots are gone due to the construction projects.

Councilmember Lord concurred with Councilmember Livdahl's comments and asked that the Summer Faire agenda materials be disseminated to the HDPAs once they are available in advance of the October 6 Council meeting.

Councilmember McVey thanked business owners and citizens for their comments regarding the Summer Fair program. He looks forward to the conversation on October 6.

Councilmember Musgrove attended the Public Safety Legal Committee and enjoyed the discussions on race, equity, and diversity. He also announced Poulosbrew was cancelled due to COVID.

Councilmember Phillips said he attended an ARPA seminar this morning, and the City of Walla Walla's approach was discussed; they closed an entire street and gave up 50 parking spaces. It is very popular and successful, and he hopes they can improve Poulosbo's program and continue it. Parking is an issue and won't be solved with bringing back six spots. NKHS Football is playing North Mason this week.

Councilmember Stern reported he spent some time with the Poulosbo Police Department and did a ride along with Sergeant Ziemann. It was an informative day. He reported the State Public Works Board has \$300MM to disseminate in public infrastructure funding. On Friday May 6 the Board will have a full meeting in the Poulosbo Council Chambers.

a. Department Head Reports

Police Chief Harding thanked the Councilmembers who have ridden with the department, it means a lot to them.

Mayor Erickson said October 6 the Council will discuss the Summer Fair program and reminded everyone they are discussing six parking spaces. Parking is always contentious. She agreed with Councilmember Livdahl that the parking problem will only be solved when they start charging for parking and use those funds to build more parking.

She shared her own experience with how easy it is get tested for COVID-19 if you are experiencing any symptoms. She encouraged everyone who is not feeling well to get tested.

She sent her support to the NK Vikings football team. They are really good this year and a lot of fun to watch. You can watch them online live from Facebook.

She announced the Business Recover Task Force will be rescheduled; there was a technical glitch with the Zoom link this last Monday.

5. **CONSENT AGENDA**

Mayor Erickson noted there was a typo the minutes that Councilmember Musgrove asked to be corrected.

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

The items listed are:

- a. Approval of September 8, 2021, Council Minutes
- b. Payable Disbursements for August 2021

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

6. **BUSINESS AGENDA**

a. **Poulsbo Event & Recreation Center (PERC) Feasibility Study: Update**

Planning & Economic Development Director Boughton gave a presentation on the PERC Feasibility Study. Presentation highlights included:

- Overview of the five components of the study (currently in #3 – conceptual site and building design with ARC Architects)
- Reviewed the community outreach done (Component #1)
 - October - November 2020: Online Community Survey (nearly 1300 responses)
 - January 2021 – Current: 4 steering committee meetings held (35 participants) and 2 online open houses held. Reviewed Community Steering Committee inputs.
- Reviewed market analysis research and findings done by Berk Consulting (Component #2) January through July 2021.

- Reviewed site and building concept planning (Component #3) done by ARC Architects from May 2021 to current date.
 - Program balancing (program desires vs. program means)
 - Programming options and costs
 - Site constraints and cost considerations
 - Steering Committee input
 - Next steps for site and building concept
- Reviewed the next steps in the feasibility study, which includes the draft management plan and (October 2021) and finally the financial analysis (October-November 2021).

Councilmember Stern supports this but reminded the Council they are currently taking on the largest project in their history with the roundabout project on Noll Road. Anticipating the cost on this project, we have educational partners whom we cannot depend on for financial support. A metropolitan park district is a long-term dream, can we count on it? The design for this project needs to be scalable and allow for organic growth. The City needs to be careful about viability and put this project into the context of the future of the community between now and 2050 and other needs we can anticipate, what we can't anticipate, and our capacity to meet all of those eventualities without one thing burdening another.

Councilmember McVey said COVID did not exist when this project began. He wondered how much of the planning has been changed by COVID and how we might use the space. He is interested to see the use of walking paths, because they are a low-cost improvement, are popular with the public, and is a good tool for social distancing. Planning & Economic Development Director Boughton said they talked about COVID and its impact, and the market report does have a section regarding its impacts and marketability. It has to do with timing. Since we are at the beginning of the planning process with a project completion of 4-5 years in the future, we should have more answers to COVID and more ability to use indoor spaces. There is strong market support for this facility.

Councilmember Lord asked if the consultant or steering committee could tackle how they could do a phased approach and have each phase be a stand-alone piece, and factor in revenue projections for each phase.

Councilmember Phillips said the building and field must be there to get the project funded. The pool could be phased in.

Councilmember Musgrove asked if we are considering consulting with other small cities that have built similar facilities for lessons learned. Planning & Economic Development Director Boughton said they have done some of that for the market study, and they were discussing tonight the need to reach out to municipal facilities for their experiences.

Councilmember Musgrove asked if we have considered a tool of using RFQs for O&M. Planning & Economic Development Director Boughton said they have Columbia Hospitality (operator of the Bremerton Harborside Facility) on the steering committee.

Councilmember Musgrove asked if a study could be done on whether phased planning would work, it might not be a viable option for this project.

Councilmember McVey asked if we have considered what the impact of this facility would have on our private sector businesses. Planning & Economic Development Director Boughton said that has not been looked at; however, with the refinement, the competition element has decreased a bit (removed of an indoor gym) and the outdoor recreational component is similar to being a public park. We are talking about the potential of an outdoor pool (there are no public outdoor pools in Kitsap County), and the event center would be the one use that would compete with other facilities.

Councilmember Livdahl was hoping for a YMCA element in the north part of the county. Overall, it is a beautiful plan. She also wondered if a phased approach may end up being more expensive overall with starting and stopping. Planning & Economic Development Director Boughton said she had a check in call with the YMCA. They are still hopeful that there will be a NK YMCA at some point.

Councilmember McGinty discussed the city hall project and phased approach discussions. Maybe we could say in ten years we want to have property to expand for a YMCA use and leave the door open.

Councilmember Lord says a good healthy dialogue is needed to decide if a phased approach makes sense. It would be part of our due diligence if we can afford this all at one time, and if not, there could be another way to approach it.

Mayor Erickson thanked Planning & Economic Development Director Boughton for a brilliant presentation and all her hard work. She also thanked Parks & Recreation Director Schoonmaker and the consultants for their work.

b. Rotary Morrow Community Park: Budget Amendment & Contract Award

Parks & Recreation Director Schoonmaker presented the agenda summary, noting on August 31, 2021, the City opened bids for Phase 1 of Rotary Morrow Community Park. Phase 1 will consist of some tree removal, clearing and grading, and the creation of paths/trails that will provide public access for the community to use. The Engineer's Estimate for this project was \$100,000. The lowest responsive bidder was GEC NW in the amount of \$135,166.54. Phase 1 of this project is being funded through a combination of Park Impact fees and Parks Reserves; however, accepting this bid would require a budget amendment of \$25,000 in order to cover the costs of this project. Therefore, a budget amendment of \$25,000 from Park Reserves is also being requested.

Councilmember Stern said regarding the first phase, is that where the Eli's statue will be located. Parks & Recreation Director Schoonmaker said that is correct.

Councilmember Stern asked if we shared with Rotary the overage on the low bid or is this entirely our sole responsibility. Parks & Recreation Director Schoonmaker said they have not engaged Rotary regarding the shortfall. He will be giving them a project update on Friday.

Councilmember Lord said she reported out on this last week for Community Services. They recommended approval even though it is higher because it is a reputable company, and it would cost more money and staff time to remodify the bid package and rebid it.

Councilmember Musgrove thanked Rotary for all of their assistance with this project. This is a good example of a phased approach that we can use. Financially, how will this \$25K from the Parks Reserve affect current and future burdens at this point. Parks & Recreation Director Schoonmaker said he talked to Finance Director Booher and we can absorb this and be on track with our other plans in the CIP.

Councilmember McVey asked how much Poulsbo Rotary has contributed so far. Parks & Recreation Director Schoonmaker said he does not have that figure but can find out and provide that info to the Council at a later date. Councilmember McVey would like Rotary to know our appreciation and interest in continuing to be supporting partners in this effort. Mayor Erickson reminded the Council Rotary donated the land.

Motion: Move to approve Budget Amendment #21-0307 to increase the project budget capacity for Rotary Morrow Community Park - Phase 1 by \$25,000 as presented.

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

Motion carried unanimously.

Motion: Move to approve the construction contract with GEC NW for Rotary Morrow Community Park - Phase 1 in the amount of \$135,166.54 and authorize the Mayor to sign the contract on behalf of the City, and sign change orders up to 10% of the contract value.

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

Motion carried unanimously.

c. Finn Hill Shared Use Path Project Acceptance

Engineer I Roberts presented the Finn Hill Shared Use Path project and requested acceptance of the project. The project added about 4,000 lf of shared-use path to Finn Hill and Rhododendron between Olhava and Vinland Elementary School. The project was advertised in 2019, value engineered and re-bid in 2020 and awarded to Strickland and Sons Excavation for a contract amount of \$1,911,639. The project was deemed substantially complete February 2, 2021 and physically complete July 29, 2021. Final payment was made June 11, 2021 totaling \$2,008,642.41. There were eight change orders on the project totaling \$102,642.96 or 5.3% of contract total. The Project was completed successfully and came in under budget overall.

Councilmember Musgrove reported the Public Works Committee reviewed this and recommended approval. They were excited this was under budget despite COVID and other issues.

Councilmember Lord said if you haven't seen the project, they received an email from Rick Feeney (West Sound Cycling Club) that he complimented the City highly for providing this path, and his club is excited to use it. They want to be a big part of the opening of the tunnel when we get to that point.

Motion: Move to approve the acceptance of the Finn Hill Road Shared Use Path project as complete.

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

Motion carried unanimously.

d. PSE Night Work Request

Engineer I Burgess presented the agenda summary, noting PSE is requesting allowance for Night Work to extend service to the Liberty Bay Bank commercial project. Night work is requested to minimize power disruption to the commercial businesses near the project site on 7th Ave. PMC 15.32.010 allows for night work if approval is granted by City Council.

Motion: Move to approve the PSE night work request for work associated with Public Property Construction Permits E-02-10-21-01, to extend new electrical service to the Liberty Bay Bank construction project.

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

Motion carried unanimously.

e. PSE Road Closure Request

Engineer I Burgess presented the agenda summary, noting PSE is requesting permission to close Noll Rd between the intersection of Noll Rd and Mesford St and the intersection of Noll Rd and Meadow Run Dr to replace two high voltage transmission line poles as part of a larger transmission pole replacement program under Public Property Construction Permit E-04-07-21-01. This section of road is too narrow to allow for one-lane alternating traffic with the required truck orientation, so a road closure is required to place the new poles. PSE requests two days of road closure during the City's working hours. Public Works Committee recommended restricting the road closure to a weekend. Weekend working hours are 8:00 AM - 7:00 PM. This would alleviate nighttime disruption and disruption of weekday traffic patterns. Work is tentatively scheduled for September 25 and 26 pending City Council approval.

Councilmember McVey confirmed the closure would be two days and Public Works Committee has reviewed this and approved.

Motion: Move to approve the PSE road closure request between the intersections of Noll Rd and Mesford St, and the intersection of Noll Rd and Meadow Run Dr, for work associated with Public Property Construction Permits E-04-07-21-01.

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

Motion carried unanimously.

7. COUNCIL COMMITTEE REPORTS

Councilmember Lord said the HDPa had their board meeting last night, and they made a formal decision to not do the downtown truck or treating and will coordinate with the Poulso Chamber of Commerce for the drive-thru event. She also said it was heartening

to hear how well the HDPA is working with the Port of Poulsbo, Historical Society, and the Sons of Norway.

Finance-Administration Committee: Councilmember McGinty reported they discussed long-term care; Council salaries (raise from \$9K per year to \$12k per year and will be part of the budget process); received an update on the past due utility accounts; no applications have been received for the non-profit grants (many expressed concerns regarding spending the funds by 12/31/21); discussed the LTAC vs ARPA grants; reviewed sales tax revenues and real estate excise tax revenues; and reviewed the exit conference for the annual audit.

Sewer Advisory Committee: Councilmember McVey reported he attended the second workshop and enjoyed what he learned.

Public Safety/Legal Committee: Councilmember Stern reported they reviewed the Police Department's budget requests; they reviewed the concept of a racial equity advisory committee (considering a council workshop); the Municipal Court will extend the delay of jury trials to January 2022 (32 case backlog currently); and they elected a new chair of the committee (McGinty).

8. BOARD/COMMISSION REPORTS

None.

9. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert, NKSD Board Member, said in response to the PERC discussion, the community pool is a lap pool, and its uses are swimming lessons, laps, and the school teams. He noted the Poulsbo Orchestra long ago outgrew their facility, so that is a not in competition with them either. He checked the WIAA sports page, and ice hockey is not a recognized sport yet at the high school level, but Poulsbo could lead the way. And they already started digging out their pool for the diving team.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord said the performing arts center at the high school has been outgrown. The attendance is past the capacity under the fire code. If they have a 350-attendance facility, that won't cut it either. There is a need for a bigger facility somewhere in the county.

Councilmember Musgrove asked everyone to be kind, caring, and considerate.

Councilmember Phillips wished the NK Vikings football team good luck on their game.

11. ADJOURNMENT

Motion: Move to adjourn at 9:14 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk