

POULSBO CITY COUNCIL MEETING OF OCTOBER 20, 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, Police Chief Harding

MAJOR BUSINESS ITEMS

- * * * Executive Session for Existing Litigation
- * * * Minutes of October 6, 2021, Council Meeting
- * * * Excuse Councilmember McVey's Absence from 10/13/21 Council Meeting
- * * * Payable Disbursements for September 2021
- * * * BA #21-0401/Boat Trailer
- * * * Systemic Safety Project Additional Grant Award and Budget Amendment
- * * * Letter of Intent for Parkland Acquisition
- * * * Presentation and Public Hearing 2022 Revenue Sources

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

Mayor Erickson noted an executive session regarding pending litigation will be added to the agenda to start at 7:15pm and last 45 minutes.

Motion: Move to approve the agenda as revised.

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

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following comment into the record:

- Airen Lydick commended the City for joining Government Alliance on Race and Equity and shared the progress of the Bremerton Race Equity Advisory Committee.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl thanked Airen Lydick for his comments and providing her the link for the Bremerton REAC committee, and is looking forward to the Council workshop to further discuss a committee for Poulsbo. She thanked Mayor Erickson for registering the City to be a part of GARE. She announced the 2021 Art in the Woods event November 12-14 from 10am-5pm.

Councilmember Lord said she supports the Art in the Woods; it is fun to attend. She said the Poulsbo Community Orchestra will have an event in Novembers, details to come later. She thanked the Mayor for getting the City involved in GARE, she would like to know more about what our goal is going to be as a member.

Councilmember McGinty commended staff for doing an outstanding job during these times.

Councilmember McVey thanked Councilmember Livdahl for volunteering to help shepherd our membership in GARE. He looks forward to tapping into their resources and expertise. He thanked the Mayor for using her discretionary funds to pay for it. He announced the typical Trick-or-Treat event downtown has been canceled, but there is a car event hosted by the Chamber. He expects more kids will be in the neighborhoods instead, so be careful out there.

Councilmember Musgrove thanked Councilmember Livdahl for stepping into that role with GARE. He said there was no pedestrian trick-or-treating downtown with closed streets, but there is a drive-around event. On October 30 between 1-3pm, the Poulsbo Historical society is putting on Ghosts in the Graveyard in the Poulsbo Cemetery.

Councilmember Phillips said his family did the Halloween hunts last year and encouraged everyone to participate. And NKHS is playing BI Friday at 7pm at Bainbridge High School. He thanked the Fire Department and Police Department for all they do.

Councilmember Stern said he and the Mayor hve initiated conversations with WWU and OC for the last six months on the impacts of COVID. He has been invited to the PED committee to give an update.

At 7:15pm, Mayor Erickson recessed the meeting into a 45-minute executive session regarding existing litigation per RCW 42.30.110(1)(i).

At 8:00 p.m., Mayor Erickson returned the meeting into open session. No action was taken.

a. Department Head Reports

Finance Director Booher reported the Governors order expired this month for water utility turn offs and utilities. If you are in jeopardy of having your water turned off, contact the Finance Department to create a payment plan.

Mayor Erickson confirmed the City joined GARE, because she understands it to be the premier organization that explores equity issues and is the best education tool. In order to have meaningful conversations, we have to educate ourselves. She is thankful to Councilmember Livdahl for being the lead. If we want to be understanding, we must learn.

She also noted the City is getting into interesting times with the beginning of the comprehensive planning process. The countywide planning policies and the implications of the policies are being vetted by the Kitsap Regional Coordinating Council, and they are discussing household targets/population allocations. They are talking employment numbers and how many houses we are building. Planning & Economic Development Director Boughton has been working on the Housing Action Plan (HAP).

Councilmember Lord asked when this discussion will start with the Council, and Mayor Erickson said it will be coming to the Council in the beginning of the year, and the agreement of the population allocation will be sometime next year (they need to push back on Bainbridge Island to take their fair share of the growth). The County is overseeing Kingston.

5. CONSENT AGENDA

Councilmember Musgrove asked for two changes to the October 6 minutes: On page 3, fourth paragraph, he asked that "which the Mayor reassured would be the case" be added to the end of the last sentence. And page 13 in the first paragraph, insert "pedestrian" between Halloween and trick-or-treating.

Motion: Move to approve Consent Agenda items a through e as modified.

The items listed are:

- a. Approval of October 6, 2021, Council Minutes
- b. Excuse Councilmember McVey's Absence from 10/13/21 Council Meeting
- c. Payable Disbursements for September 2021
- d. BA #21-0401/Boat Trailer
- e. Systemic Safety Project Additional Grant Award and Budget Amendment

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

6. BUSINESS AGENDA

a. Letter of Intent for Parkland Acquisition

Planning & Economic Development Director Boughton presented the agenda summary, noting Mayor Erickson was recently contacted by an attorney representing a property owner on Urdahl Road who has been approached by multiple developers to purchase her property. However, the property owner is interested in selling the property to the City as a park and living in her home for few more years. Therefore, the use of the property would be phased over time. The property is adjacent to the city owned property at College Market Place and would expand the park land to approximately 15 acres, providing several passive and active recreation amenities, and meet the City's parkland acquisition level of service future needs for West Poulsbo. The owner's attorney suggested a Letter of Intent between the City and property owner as the starting place to communicate the City's desire to purchase the property and provide time for the City to conduct feasibility and arrange funding. A Letter of Intent has been drafted, reviewed by the City Attorney, and signed by the property owner.

Councilmember Lord said this is a great opportunity. This does not bind the City but gives us time to see if it is feasible. She supports this, we need a good park on that side of Poulsbo.

Councilmember McGinty said when looking at feasibility, we need to look at access.

Councilmember Musgrove clarified this is not a commitment to develop it into anything in particular. This gives us time and opportunity to figure it all out. He thanked Mrs. Strickland for the opportunity to do this.

Motion: MOVE to authorize the Mayor to sign the Letter of Intent between the City and Ellen Strickland for property located at 22108 Urdahl Road NW Poulsbo; the purpose of which is to establish a basis for future discussions on purchasing the property to expand the City's adjoining park site.

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

Motion carried unanimously.

b. Presentation and Public Hearing 2022 Revenue Sources

Finance Director Booher gave a presentation on the 2022 Revenue Sources. Presentation highlights included: review of 2022 adjusted budgeted revenue sources; the City's budgeted funds operating revenues (exclusive of beginning balances); General Fund by categories comparing actuals 2020 and adjusted budgets 2021 & 2022; 2022 General Fund revenue by type (excluding beginning balances); property taxes; comparison of cities in Kitsap County 2020 estimates of population, assessed value, overall taxes, and real estate excise tax; City's property tax rate (statutory limits); City's 2022 property tax levy and property taxes; Poulsbo's assessed value and new construction values; comparison of Kitsap County total property tax rate; how Poulsbo spends \$1.17; comparison of 2021-2022 City property taxes; next steps and upcoming budget events.

At 8:40 p.m., Mayor Erickson opened the public hearing, and hearing no comments closed it at 8:41 p.m.

Councilmember Lord asked where the affordable housing tax is folded in. Finance Director Booher said it is a special revenue fund due to having restricted revenues. It is not in the General Fund shown tonight. The pie chart which was presented was from the General Fund.

Councilmember Musgrove asked for a brief description of what each title means on the pie charts. Finance Director Booher said "Transportation" is transferring dollars to street operations funds to support street sweeping, roadway clean ups, striping, signals and capital transportation program transfers. "General Government" is the Clerk's Office, Legislative budget, Finance Department, IT, and HR. "Security of Persons and Property" is the police department and Kitsap 911 call distributions. "Physical Environment" is the Engineering Department (permits, building inspections). "Economic Environment" is the Planning Department. "Mental and Physical Health" are the navigators and contracts with the health district. "Culture and Recreation" is Parks & Recreation. Debt Service is what we transfer to support debt purchases out of the general fund, "Reserves" is what we set aside for savings. Capital outlay is transfers we are making to purchase new capital equipment and capital projects in parks and buildings.

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember McGinty reported they discussed a management salary review, hiring incentives for police officers, and they discussed the equity statement to possibly be added to all Council meetings. The draft statement was shared and discussed, and it was decided to move this to the November 3 meeting for a full Council discussion and Councilmember Musgrove will connect with Councilmember

McVey to share his ideas he had been working on separately. The Transportation Benefit District will be coming to Council on November 3 to set the public hearing date.

Public Safety/Legal Committee: Councilmember McGinty reported a citizen came and explained officers responses and bad things going on around town; discussed new laws in place for law enforcement and what we are trying to do hire more officers; boat trailer budget amendment discussed and recommended; discussed discontinuing the alarm registration program and recommended approval; Municipal Court plans on changing their behavioral health calendar (allowing more time than what is regularly allocated to them); discussed a hybrid courtroom; and still no word on holding trials.

8. BOARD/COMMISSION REPORTS

Councilmember Lord reported the Historic Downtown Poulsbo Association (HDPa) is working hard and trying to accommodate their holiday season and get things together beyond Halloween. They are thriving and looking forward to a good holiday season.

Councilmember Musgrove said he also attended the HDPa board meeting, and it was nice to see Finance Director Booher, the Mayor, and Chief Harding in attendance. The HDPa is looking to give a CPR class for their membership. He asked if Dan Schoonmaker had any leads and were connected with the Fire Department.

Councilmember Phillips reported he has been meeting with Jared Prince and Dan Schoonmaker to come up with projects for the AP Government students to complete.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl is glad to hear about the projects with the AP students. At Bremerton REAC meeting, youth involvement was discussed. She enjoyed having students attend the Community Services Committee and hopes to have some come back this year. Last week she invited the community to let her know if they are interested in joining a race equity community, and she already received one person who has reached out to her. She is going to keep getting the word out.

Councilmember Lord commended the Council, Mayor, staff, and citizens for their cooperation and good wishes to improve the community.

Councilmember McGinty is excited to hear the youth is getting involved.

Councilmember Musgrove said the kids are our future and loves hearing the reporting regarding them. He asked everyone to be kind, courteous, and considerate.

Councilmember Phillips commended all staff for all they do.

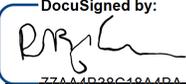
Mayor Erickson said Daffodil Day is coming November 6 am 9:00 a.m. This year they may receive a donation of 1,000 trees, and in March they will have a tree planting day.

11. ADJOURNMENT

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

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk