

POULSBO CITY COUNCIL MEETING OF NOVEMBER 3, 2021

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Lenius, Police Chief Harding

MAJOR BUSINESS ITEMS

- * * * Minutes of October 13, 2021, Council Meeting
- * * * Noll Road Project Consultant Contract Supplement
- * * * Ordinance No. 2021-11, Setting the Property Tax Levy
- * * * Set the Public Hearing for the Transportation Benefit District Resolution
- * * * Public Hearing: Resolution No. 201-11, ADA Transition Plan Adoption
- * * * Ratification of Countywide Planning Policies
- * * * Amendments to PERC ILA
- * * * Equity Statement on Committee Agendas

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** Stern, **Seconded by** Musgrove.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

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

- Mary Veit asked the City to paint bicycle symbols in the pedestrian lane on Fjord to clear up confusion of walkers when bicyclists are using the lane.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl started exploring the City's new GARE membership and encouraged other councilmembers and city staff to create their own log-in for the portal. She congratulated her colleagues on their re-elections.

Councilmember Lord congratulated everyone on their re-elections.

Councilmember McGinty congratulated the Council and Mayor on their re-elections. He attended the groundbreaking yesterday for the Sophie.

Councilmember McVey thanked everyone who voted in this year's local elections. He thanked the Poulsbo Historical Society and the Jewel Box Theater for their events last weekend (Ghosts in the Graveyard event). Tomorrow is the final installment of the Port Madison dialogues that the Suquamish Tribe has been hosting. There will be a healing circle, which he has been invited to participate in.

Councilmember Musgrove said he hoped everyone had a good Halloween and great to see more families trick-or-treating safely. It was great to attend the Ghosts in the Graveyard, which was a great showing for the Poulsbo Historical Society and Jewel Box Theater. He thanked everyone who voted. As far as the Fjord Drive signage, it should be a simple fix and could be discussed at the Public Works Committee. The Committee is also discussing pavement signage for 9th Avenue.

Councilmember Phillips congratulated everyone for re-election. He registered on the GARE website. The football team is in the State playoffs.

Councilmember Stern thanked the Poulsbo Historical Society for the event. It was well attended. The re-enactments were wonderfully done. He was struck with the development being done right up to the edge of the cemetery. He feels there needs to be a green buffer.

Mayor Erickson thanked the citizens of Poulsbo who voted for them. It is always a nervous time and grateful that the citizens have confidence in the City Council and Mayor. It is appreciated. She says it with a sense of humility and respect for the citizens they all serve.

She asked everyone to pick up their election signs now that the elections are over.

She participated in the drive-by trick-or-treating event, it was a lot of fun. The Ghosts in the Graveyard was a wonderful event and she hopes it turns into an annual tradition.

a. Department Head Reports

None.

5. CONSENT AGENDA

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

The items listed are:

- a. October 13, 2021, Council Meeting Minutes Approval
- b. Noll Road Project Consultant Contract Supplement

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

6. BUSINESS AGENDA

a. Ordinance No. 2021-11, Setting the Property Tax Levy

Finance Director Booher presented the agenda summary, noting this is the ordinance to set the 2022 Property Tax Levy for the City of Poulsbo. The City will assess the full 1% allowed by law, as well as the amounts tied to new construction.

Motion: Move to approve Ordinance No. 2021-11, an ordinance of the City of Poulsbo Washington levying the general taxes for the City of Poulsbo for the fiscal year commencing on January 1, 2022, on all property, both real and personal, in said city which is subject to taxation for the purpose of providing sufficient revenue to carry on the several departments of said city of the ensuing year as required by law and approving an ordinance summary for publication.

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

b. Set the Public Hearing for the Transportation Benefit District (TBD)

Finance Director Booher presented the agenda summary, noting under RCW 36.73.050 allowing the establishment of a Transportation Benefit District the City must have a public hearing. The City would like to set a public hearing on December 1, 2021, with the intent to form a Transportation Benefit District (TBD). She reviewed the steps of the process and timeline of actions. She noted every city in Kitsap has established a TBD for car tax fees, except Poulsbo.

Councilmember McGinty asked which meeting they would set the fee. Finance Director Booher said it would be addressed at the December 1 meeting.

Councilmember McVey said he supports taking the next step, it has been discussed in the Finance Committee several times and the full Council on at least two occasions. This would allow them to raise funds to maintain their local streets.

Motion: Move to set Public Hearing for December 1, 2021, at 7:15 to and accept public testimony regarding the establishment of a Transportation Benefit District.

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

Motion carried unanimously.

c. Public Hearing: Resolution No. 2021-11, Americans with Disabilities Act (ADA) Transition Plan Adoption

Engineer I Roberts presented the ADA Transition Plan and noted the Engineering Department incorporated comments from City Attorney Jim Haney into the ADA Transition plan following his review. Most notably is a short section related to on-street parking. No other significant revisions were made since this was presented October 13, 2021.

Councilmember McVey asked if streateries were addressed in the plan. Engineer I Roberts said it was not addressed in the plan. Most of the streateries have access from the sidewalk, which was on one of the requirements on the application. Councilmember McVey asked if they end up continuing and not being temporary, if it would make sense to include them. Engineer 1 Roberts said the on-street parking rules for ADA are pretty non-specific. As far as technical parking standards, there are none for ADA for parking stalls, all they have to do is stripe them to turn them into ADA stalls to meet the intent of the law, so from that perspective they are in a good position.

Councilmember Lord said page 32 references the street fair concept and describes what they have tried to do. It states the program is going to end 2021; she recommended changing it to 2022.

At 7:34 p.m. Mayor Erickson opened the public hearing, and after receiving no comments, closed the public hearing at 7:35 p.m.

Mayor Erickson recommended making the change to the end date of the Summer Fair program.

Motion: Move to adopt Resolution 2021-11, a resolution of the City Council of the City of Poulsbo, Washington, adopting its ADA Transition Plan as modified.

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

Motion carried unanimously.

d. Ratification of Countywide Planning Policies

Planning & Economic Development Director Boughton presented the agenda summary, noting the Kitsap Regional Coordinating Council (KRCC) has recommended and the Kitsap Board of County Commissioners have adopted, an update to the Kitsap Countywide Planning Policies (KCPPs) to ensure consistency with PSRC's Vision 2050. Ratification by Cities and Tribes of the amendments shall occur within 90-days of the Commissioner's action. The City Council was briefed by KRCC staff on 5/5/21 and held a joint workshop with the Poulsbo Planning Commission on 5/26/21. The KRCC Board held a public hearing on 7/6/21 where a recommended draft was forwarded to Kitsap County. Kitsap County Board of County Commissioners held a public hearing on 9/27/21, deliberated on 10/11/21, and adopted the KCPP 2021 Update on 10/11/21 – Ordinance #601-2021. The Board adopted the KCPP 2021 Update as recommended by KRCC Board.

Mayor Erickson thanked Planning & Economic Development Director Boughton for all of her hard work on this update.

Councilmember Musgrove thanked Planning & Economic Development Director Boughton for her guidance through this long and winding path.

Councilmember McVey asked if there any lingering concerns about what is being ratified that they should be monitoring going forward. Planning & Economic Development Director Boughton said there is a set of an expectation of the work ahead of them. One is going to be the growth projections for the cities of all the jurisdictions and working under the new Vision 2050. She has no lingering concerns about what is in the document itself.

Councilmember Lord said this document is concise and to the point. It is easy to follow along and is very succinct. This document will be our guideline of how we grow.

Motion: Move to ratify the Kitsap Countywide Planning Policies 2021 Update as set forth in the Kitsap County Board of Commissioner's adopted document dated 10/11/2021.

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

Motion carried unanimously.

e. Amendments to PERC ILA

Planning & Economic Development Director Boughton presented the agenda summary, noting the PERC Executive Team identified in late Summer 2021, amendments to the PERC/City ILA that were advisable. The PERC Team has worked with the KPFDD staff on the requested amendments and presented the request to the full Kitsap Public Facilities Board on Monday, October 25, 2021. The KPFDD Board approved the requested amendments, therefore the next step is review and action by

the City Council. The proposal for a second amendment to the PERC ILA is to: 1) shift funds between different ILA tasks in Attachment C; 2) revise Attachment C to facilitate bottom-line budgeting for each Task at the recommendation of the City's Finance Director; 3) extend the date for completion of the feasibility study; and 4) minor amendments/clarifications within the ILA. Included in this packet is a detailed description of each of the four requested amendment and rationale as was presented to the KPF Board.

Motion: Move to authorize the Mayor to sign amendments to the Poulsbo Event and Recreation Center as identified in PERC ILA and Attachment C redlined version included in the council agenda packet.

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

f. Equity Statement on Committee Agendas

Councilmember McVey presented the agenda summary, noting at the October 6, 2021, Finance-Admin Committee (FAC) meeting, Councilmember McVey presented an idea to have a standing committee meeting item on all committee agendas for diversity, equity, and inclusion, and this was reported out during committee reports to receive feedback. At the October 20, 2021, FAC, Councilmember McVey presented some language for consideration to be incorporated into the committee agendas. The FAC recommended approval to the Council, and this was discussed at the Council meeting. After discussion, it was decided this would be added to the November 3, 2021, Council meeting for a full council discussion.

Mayor Erickson shared two options for consideration. Councilmember McVey said they were looking primarily at option 2, which reads as follows: "Poulsbo is committed to being a welcoming, diverse, and equitable community where all people can access tools and opportunities to improve their quality of life, allowing them to reach their full potential. During its meetings, the Poulsbo City Council will use this lens to inclusively view its discussions and actions."

Councilmember Stern said he supports this and appreciates the effort that has gone into it. He wanted to clarify efforts on forming a race equity advisory committee, this action is separate from that effort. He looks forward to a workshop where they can hear from other jurisdictions throughout the Peninsula. He said it is proper to try to look through the lens, but we need people of color to help us see it properly.

Councilmember Livdahl thanked Councilmember Stern for pointing out the differences in the two efforts and how they can work together. She said this sets intention. It is a start, but it is not the end.

Councilmember Lord thanked Councilmember McVey's and Musgrove's work on this. She feels the additional language is appropriate and zero's them in on why they have the statement there. She supports this and believes it should be printed on all on-going agendas. It is important for the citizens to see this as well. This will help us be consistent and it is a good message.

Councilmember McGinty thanked Councilmember McVey and Musgrove for their efforts. He supports this.

Councilmember Musgrove thanked the Finance-Administration Committee's and Councilmember McVey's work on this. The primary reason he wanted an opportunity to weigh in was to understand what the committee were trying to formulate. He felt version 2 is redundant, because it is a position statement, but sometimes redundancy is a good thing and can add value. It works either way and he supports however the Council wants to move forward.

Councilmember Lord said she feels the second sentence clarifies the first sentence.

Councilmember Phillips liked the simpler version (option 1).

Councilmember Stern said this refers to the Council committees, but the Council meeting tonight is a meeting of the whole. He intends for this to be part of the Council meetings as well.

Councilmember McVey said he took out the wording of committee to give them the option to use it in more settings.

Mayor Erickson said she was intending to read this at the Council meetings as well. If you say something over and over, it becomes ingrained. It is a way to learn and understand.

Councilmember Lord appreciated the clarification that this was going to be part of all council meetings. She asked for the statement to be printed on all agendas as well as reading it out loud.

Councilmember Livdahl said printing it also more inclusive and accessible.

Mayor Erickson thanked Dr. Charles Patton from the Puget Sound Regional Council that did the initial equity statement that this came from.

Motion: Move to approve the presented statement to all council meeting agendas.

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

Motion carried unanimously.

7. COUNCIL COMMITTEE REPORTS

Planning & Economic Development Committee: Councilmember Livdahl reported they discussed the upcoming housing action plan; the committee will combine the November/December meetings into one meeting; Councilmember Stern was a guest presenter with OC/WWU to give an update on the Poulsbo branch; staff reported they will be applying for a grant for the design tool kit; they received an update on KRCC and the Oslo Bay project. Councilmember Musgrove added it is not well known you can get a relatively cheap (\$15,000) bachelor's degree if you do Running Start/Olympic College/WWU pathway.

Housing, Health, and Human Services Committee: Councilmember Lord reported they received an update on COVID numbers. On November 11 Hostmark Apt residents will be given their booster shots at the campus by the Safeway Pharmacy). Later in November, Rite Aid will do drive-up flu vaccines. November 6 at NorthPoint Church with KPHD there will be vaccines and booster shots for Pfizer and Moderna and J&J. They learned about a new part-time position that is filled for an afterhours success coach, which fulfills recommendation to Police Chief to go after a grant from WASPC. It is dedicated to a hotline available after hours and the function is to work with the Navigator Program if people need coordination with services. The geriatric contact that the Council approved half the cost of the ARPA funds was not funded by the Kitsap County Commissioners because we don't qualify (Housing, Health & Human Services Director Hendrickson will keep looking for funding). They received an update on past due utility payments after the moratorium was lifted (50 people affected) – and the Finance Department has come up with a flexible payment plan and they have helped 45 people. They received an update on Nordic Cottages, which might need a workshop in early 2022.

Finance-Administration Committee: Councilmember McGinty reported they initiated a management salary review; reviewed the mid-year biennium requests and concurred with most recommendations; reviewed sales tax and REET reports.

Councilmember Stern asked about the possible set-aside of ARPA funding for infrastructure being used for 3rd Avenue. Councilmember McGinty said they have asked for a realistic overview of how the ARPA funding is being used (salaries versus infrastructure). That would be brought to the full Council for discussion. Mayor Erickson said they will have an ARPA briefing and selection of potential infrastructure projects with what is remaining.

Councilmember Lord asked for consideration of half the funding for the geriatric intervening position to remain available in the ARPA funding while Housing, Health & Human Services Director Hendrickson searches for matching funds (\$95K).

Public Works Committee: Councilmember Musgrove reported they cancelled the November 24 meeting; the Poulsbo Complete Streets Plan consultant selection process is

moving forward; PSE Night Work Request downtown for the Sophie site; Shannon Wood is applying for a historic preservation reimbursable grant for the cemetery (\$14K).

8. BOARD/COMMISSION REPORTS

Councilmember Stern reported on the Kitsap Regional Coordinating Council and next steps now that CPPs are adopted, which is the allocation of population and employment. He presented RGS allocations vs current 2036 population; RGS allocations vs current 2036 employment targets (high capacity transit communities are being bumped up – this includes us, Bainbridge Island, Kingston, Port Orchard); considerations for target setting – current capacity vs. capacity needed for 2044; target setting process review, and 2022 calendar.

Councilmember McVey noted tomorrow afternoon representatives from the Suquamish Museum and Poulsbo Historical Society Museums are meeting again to discuss areas of potential partnership. He will be attending.

Mayor Erickson reported on the Health District meeting and the discussion regarding whether to mandate vaccines and whether to have vaccine passports to enter businesses (she does not support the passport concept – it puts an undue burden on businesses and an invasion of privacy). She reviewed how COVID deaths in Kitsap County, one death every 2.5 days for 20 months, and in Washington state, it is 14.3 people a day have died from COVID. In the US, it is 1,230 people a day. There is a sense of urgency to do what you need to do to keep you and your family safe. She encouraged everyone to get vaccinated and to get boosters. The City's policy is for employees to be vaccinated (exemptions are available). We are waiting for the OSHA standards to be established as work rules; they will be implemented locally, and we will have to get stricter.

Mayor Erickson reported Kitsap Transit established a 2022 goal to establish a new Park & Ride lot at the Johnson Road round-about area. Puget Sound Regional Council is doing the project selection task force and coming up with the criteria for splitting the next federal transportation funding cycle (\$450MM).

Councilmember Livdahl thanked mayor Erickson for her role on the health District Board. She wants the public who put blame onto the people in the top positions, such as our Mayor, to know she has others behind her that agree. She supports the Mayor and her work. She is not alone in this.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord thanked the Chamber and HDPa for the Halloween drive-by event. Bremerton Symphony is offering free concerts all this season – just call and make a reservation for social distancing purposes (proof of vaccine required).

Councilmember McVey commented regarding the confusion of bikes and pedestrians using the lane on Fjord Drive; he hopes the City could clarify that confusion. He reached out to the Engineering Department and was told it was just for pedestrians. There is a symbol pointing bicyclists to use 6th Avenue when heading toward town. He congratulated Rick Eckert for his re-election to the school board. He looks forward to continuing to work with him.

Councilmember Musgrove congratulated Mr. Eckert on his re-election. He always attends the Council meetings. He asked everyone to be kind, caring and considerate.

Councilmember Stern congratulated Councilmember Lord for being the president of Bremerton Symphony and on the award of the grant to the organization to allow free attendance for the public to their concerts.

11. ADJOURNMENT

Motion: Move to adjourn at 8:58 p.m.,

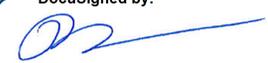
Action: Approve, **Moved by** Stern, **Seconded by** McGinty.

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk