

## POULSBO CITY COUNCIL MEETING OF JANUARY 5, 2022

### 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

- \*\*\* Closed Session for Union Negotiations
- \*\*\* Excuse Absences for Councilmembers McGinty and Stern
- \*\*\* Minutes of November 3, 2021, Council Meeting
- \*\*\* Minutes of November 10, 2021, Council Meeting
- \*\*\* Minutes of November 17, 2021, Council Meeting
- \*\*\* Minutes of December 1, 2021, Council Meeting
- \*\*\* Minutes of December 15, 2021, Council Meeting
- \*\*\* Planning for In-Person Council Meetings Discussion
- \*\*\* Resolution 2022-01, Setting Public Hearing regarding the City's Intent to Assume the TBD
- \*\*\* Debt Issue with State Treasurer LOCAL Program

#### 1. CLOSED SESSION

At 6:30 p.m., a 30-minute closed session was held for union negotiations per RCW 42.30.140(4)(A).

#### 2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 7:00 p.m. and introduced Vicar Laura, who gave an invocation.

Mayor Erickson led the Pledge of Allegiance.

#### 3. AGENDA APPROVAL

Need to amend the title for consent agenda item 6f to be for December 15 instead of December 8.

**Motion:** Move to approve the January 5, 2022, agenda as amended.

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

Motion carried unanimously.

#### 4. COMMENTS FROM CITIZENS

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

- Dave Applegate requested speed enforcement on Viking Avenue.

## **5. MAYOR'S REPORT AND COUNCIL COMMENTS**

### **a. Oaths of Office for Councilmembers**

Mayor Erickson swore Councilmembers Stern, Musgrove, and McVey into office for their new elected terms of service.

Councilmember Livdahl congratulated her colleagues and the Mayor for the swearing in for the next term. It is amazing what they have been through together these past couple of years. She said it is a pleasure to work with everyone. She thanked the Public Works crews who have been tireless throughout the snowstorm, as well as the police and first responders.

Councilmember Lord congratulated the Council and Mayor for their re-elections and noted they have a track record of thoughtful and hard-working elected officials who work together. She thanked the Public Works crew for all of their hard work, even picking up garbage and recycling during the storm. It was a rough week. She welcomed and congratulated two new police officers who have joined the police force, Justin Black and Erik Pfeffer.

Councilmember McGinty wished everyone a good new year. He congratulated Councilmembers Stern, Musgrove and McVey and Mayor Erickson on their re-elections. He thanked Public Works for the outstanding job they have done on keeping the roads open. He is looking forward to seeing people in person this year.

Councilmember McVey wished everyone a happy new year, and congratulated everyone on their re-elections. They have made it through hopefully one of the worst weeks of the winter. He hopes the snow and ice does not return. He said the County's COVID numbers are exploding, please get vaccinated if you haven't done so yet.

Councilmember Musgrove wished everyone a better 2022. He looks forward to every year because it presents opportunities. He said the NK Athletic Boosters will be running a tree recycling center at Central Market on a donation basis. He welcomed Officers Pfeffer and Black to the team.

Councilmember Phillips congratulated everyone on their re-elections. He thanked the Public Works crew for their hard work. He welcomed the new police officers who are coming on board.

Councilmember Stern acknowledged the Mayor's re-election as well. Mayor Erickson said she cannot express enough what an honor it is to work with all of the Council for this beautiful community. She takes it with great seriousness.

Councilmember Stern said he is attending the Dr. Martin Luther King celebration on Monday at the Kitsap County Fairgrounds with the Mayor, who has prepared a proclamation. Councilmember Livdahl and Musgrove said they planned to attend as well.

Councilmember Stern inquired on a Kitsap Transit study on Johnson Road Parkway project. Mayor Erickson said Kitsap Transit dedicated \$1.5mm for a new multi-modal park and ride facility located at Johnson. They want to buy the land now.

**b. Department Head Reports**

Director of Engineering Lenius and Civil Engineer Raney shared the status of the Johnson Parkway project. During the winter there is a decreased amount of work for construction. She addressed the recent accident north of the construction site and how they manage traffic control for the project and what they can expect moving forward.

Mayor Erickson said she has asked Chief Harding to reach out to the County and the Tribe to do more speed emphasis patrols on this road. She said this is the first project with a tunnel under it. It is also the first roundabout of many on a highway that is going to be under construction for five years. She said it is imperative to have law enforcement make sure speeds are lowered during the construction project and people don't drink and drive.

Councilmember Stern asked about additional things WSDOT and the City might consider to call out that construction is coming up along the roadway. He asked about using vertical poles. Director of Engineering Lenius said the design that they have out there is considered the best for the project. The challenge with vertical implements is they get hit and require maintenance, but they can revisit with WSDOT.

Director of Engineering Lenius reported in terms of the building valuation in Poulsbo, it has increased by over \$48MM last year. She found that very interesting, considering the City had its doors closed until May. Many of the building permit applications were done online. They hired their second inspector about four months ago, so they were operating with a team of two up until the later part of the year. They had over 411 permits, which is an active year for a City of our size. She thinks that is just the beginning of what will happen in 2022. She said they are moving Craig Frazier into the Deputy Building Official role this month, and she appreciates the opportunity to do that, and she put in a little plug for a vehicle for their inspectors.

Public Works Superintendent Lund said on behalf of his crew, he thanked everyone for their kind words. He has a great crew and they worked very hard and it is not over yet. It was a tough week. Mayor Erickson said they are rock stars and they worked really hard.

## 6. CONSENT AGENDA

**Motion:** Move to approve Consent Agenda items a through f.

The items listed are:

- a. Excuse Absences for Councilmembers McGinty and Stern
- b. November 3, 2021, Council Meeting Minutes
- c. November 10, 2021, Council Meeting Minutes
- d. November 17, 2021, Council Meeting Minutes
- e. December 1, 2021, Council Meeting Minutes
- f. December 15, 2021, Council Meeting Minutes

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

## 7. BUSINESS AGENDA

### a. Planning for In-Person Council Meetings Discussion

Mayor Erickson discussed with the Council how they would like to resume in-person Council meetings now that the new technology is installed in the Council Chambers. Mayor Erickson reviewed different scenarios and options for consideration (all in person, all remote, or a hybrid solution). Discussion was held, and the Council concurred they would like to return when they are able to be in the chambers with no facial coverings. It is important for the public to be able to see their faces and facial expressions, and not have their speech muffled. They would also not be able to keep people distanced in the chambers with the lack of capacity restrictions. The meetings will continue virtually until mask mandates no longer exist. When meetings do return in person, they may need to revisit how many councilmembers may be virtual per meeting.

The Council would also like to somehow have an in-person workshop in the future (when it is feasible, maybe in 3-4 months).

Councilmember Musgrove asked for the City Attorney be consulted on whether the city can limit the number of attendees in a room and what happens when someone won't wear a mask when it is required.

Mayor Erickson shared the council committee selection matrix and said it will be emailed to the Council this week. She would like the councilmembers to fill in their

preferences ranked 1-6 for which committees they want to serve on during the next two years. Committee assignments will be decided at next week's meeting. Councilmember McVey wondered if there is value in mixing the committee assignments in order to learn different areas of the City.

Councilmember McGinty said there was emphasis to make sure one councilmember remains on each committee and others would rotate. Councilmember Lord said the committees are for the Council and decided by the Council. The committees are a tool to do business more efficiently by doing the work at committee and bringing back a report to the Council. It was a way to not spend four hours each night at Council meetings every week. Mixing up the assignments is an excellent thing to do, but for continuity's sake, it is good to have one experienced committee member stick with it for another two years.

**b. Approval of Resolution 2022-01, Setting Public Hearing regarding the City's Intent to Assume the TBD**

Finance Director Booher presented the agenda summary, noting a resolution of the City Council declaring the City Council's intent to conduct a public hearing concerning the assumption of the rights, powers, functions and obligations of the Poulsbo Transportation Benefit District is coming forward, and asked the City Council to set the date, time and place for said Public Hearing, to be held on February 2, 2022, at 7:15 (or as soon thereafter as possible).

**Motion:** Move to approve Resolution 2022-01, a resolution of the City Council of the City of Poulsbo, Washington, declaring the City Council's intent to conduct a public hearing concerning the Assumption of the rights, powers, functions, and obligations of the Poulsbo Transportation Benefit District, and setting the date, time, and place for said public hearing.

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

Motion carried unanimously.

**c. Debt Issue with State Treasurer LOCAL Program**

Finance Director Booher presented the agenda summary, noting that the City intends to join the next debt issue with the Washington State Treasurer's Office LOCAL Program. The City's Notice of Intent is to issue debt on behalf of the City in the amount of \$520,000.

The debt is for the purpose of purchasing eight new police vehicles and one new vehicle for the City's Building Department - Building Inspector. In 2017, the City

replaced half the fleet of vehicles with the intent of renewing the debt every four years to replace the fleet, allowing vehicles to be replaced every eight years. The City will assume debt payments for four years in lieu of using existing reserves. The amount allocated for annual debt payments will be slightly higher than current payment due to the increased cost of vehicles and additional legal requirements to have government vehicles be a hybrid edition. The application is due in March with bond proceeds available in June. A certificate for reimbursement from bond proceeds is being signed by Finance Director.

Councilmember Musgrove clarified if we do apply and accept the application that there would be no changes to the existing budget. Finance Director Booher said that is correct. The only change might be because of the interest rate, which may be variable (whatever rate they receive when they sell bonds).

Councilmember Musgrove asked about on the application page 3, part of the application was cut off (the sentence that starts with financial management policy). He asked what it was to read. Finance Director Booher said it talked about what reserve policies we had in place to protect our revenues or reserves. The cut off portion was "two months of operating expenditures."

Councilmember McVey clarified they are not replacing all of the police vehicles every four years. We get eight years of service out of them. Mayor Erickson agreed, this is a systematic way to make sure our vehicles are replaced. We replace a portion of vehicles every four years and rotate them. This will be the second time we are doing this.

**Motion:** Move to authorize the Finance Director to sign and submit Notice of Intent and Credit Application to the Office of the State Treasurer LOCAL Program with the intent on issuing \$520,000 of debt to be utilized to purchase City vehicles.

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

Motion carried unanimously.

## 8. COUNCIL COMMITTEE REPORTS

*Housing, Health, and Human Services Committee:* Councilmember Lord reported highlights from the meeting: COVID infections and hospitalizations are up, and there is a lack of testing availability for the public (the City's website gives the most current testing info and it is updated regularly); update on cold weather shelters during the winter storms, and how Gateway was unable to open one night due to lack of volunteers (there is a need to create a volunteer pool for last minute staffing emergencies); there is volunteer fatigue, people

have been doing what they can during the entire pandemic; Fire Cares FTE needs to be replaced with two part time employees; next week there will be a volunteer recognition next week for Health Heroes; Kitsap County Health District is going through a restructuring process effective July 1; discussed the ILA with Housing Kitsap for a grant application that is due Friday for the Nordic Cottage project (\$500K grant); received a year-end report on the partnership with Fishline (\$7,000 funding for people with rent increases who couldn't afford the increase – 7 residents were helped along with case management and only \$2400 has been spent); discussed the agreement with Kitsap Homes of Compassion (previously funded out of the Mayor's budget, and this year it makes sense to take it out of the Mayor's budget and shift it to the 1406 funds for \$6,000 just for 2022); and discussed a lease extension with Coffee Oasis for the building on Iverson.

## 9. BOARD/COMMISSION REPORTS

Councilmember Stern said he participated on the PUD interview panels to replace the director. He is on the KEDA executive committee and the PSRC EDD's new president is Port Commissioner Axel Strakeljahn.

Mayor Erickson said she is the vice-chair of Kitsap Transit and the chair of Housing Kitsap this year.

## 10. CONTINUED COMMENTS FROM CITIZENS

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

## 11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord said it is a joy to be back together.

Councilmember McGinty congratulated the Mayor on the chair assignments.

Councilmember Musgrove thanked all of the volunteers who have done so much this last year. It does make a difference. He thanked all those with jobs who have to work in person during the bad weather. He wished everyone a safe and better year, and asked everyone to be kind, courteous, and considerate.

## 12. ADJOURNMENT

**Motion:** Move to adjourn at 8:50 p.m.,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

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Rhiannon Fernandez, CMC, City Clerk