

POULSBO CITY COUNCIL MEETING OF MARCH 9, 2022

MINUTES

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

Staff: City Clerk Fernandez; Finance Director Booher; Police Chief Harding; Parks & Recreation Director Schoonmaker; Housing, Health & Human Services Director Hendrickson

MAJOR BUSINESS ITEMS

- * * * Closed Session for Union Negotiations
- * * * Revocation of Emergency Declaration
- * * * 2021 Donation Summary
- * * * Excuse Absences for Councilmembers McGinty and McVey
- * * * Approval of January 12, 2022, Council Meeting Minutes
- * * * Approval of January 19, 2022, Council Meeting Minutes
- * * * Approval of February 2, 2022, Council Meeting Minutes
- * * * Approval of February 9, 2022, Council Meeting Minutes
- * * * Approval of February 23, 2022, Council Meeting Minutes
- * * * School Resource Officer (SRO) Agreement
- * * * Public Art Donation Acceptance: Sculpture for Rotary Morrow Community Park
- * * * Review and Update of the City's Comprehensive Emergency Management Plan and Emergency Operations Plan
- * * * New Community Support Specialist Position
- * * * Discussion: Resuming In-Person Council Meetings

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 led the Pledge of Allegiance.

3. AGENDA APPROVAL

Motion: Move to approve the agenda as presented.

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

Motion carried unanimously.

4. COMMENTS FROM CITIZENS

Rick Eckert, NKSD, commented on the end section of what we are missing from joint Planning Commission meeting. He shared the Council's concerns, which are the school districts concerns. Two suggestions from their facility committee for their long range plan are: 1) expansion of Poulsbo Middle School (more classrooms) and 2) purchasing land to build another elementary school.

5. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl said she is glad we are getting glimpses of spring and having the sun out.

Councilmember Lord said we are finally moving toward spring, and we are all looking forward to it. We have daylight savings time coming back.

Councilmember McGinty is hoping things are getting back to normal with COVID. He believes things will be really busy this spring/summer with people wanting to get out.

Councilmember McVey said the Poulsbo Beer Run is Saturday morning and Saturday night is the annual Jewel Box Gala and Auction at the Sons of Norway. He noted that Bremerton City Councilwoman Leslie Daug's unfortunately resigned from her position. She has served over 4 terms and has been a terrific member. She was the first councilmember in the county to welcome him when he was elected. He thanked her for her service.

Councilmember Musgrove said the Tacoma Yacht Club is starting to come in Thursday. Friday is the last required day for masks, please be respectful of others who wish to wear theirs. He is looking forward to more daylight hours. He attended the WEDA conference in Olympia last week.

Councilmember Phillips congratulated the NK boys who got third in state.

Councilmember Stern said he enjoyed attending the WEDA annual conference in Olympia in person and shared highlights from the event.

Mayor Erickson noted the Council chambers are ready for hybrid meetings. She suggested that starting in April they begin with hybrid council meetings. She said we would need to know the councilmember's individual plans of where they plan to attend the meeting (in person or virtual).

Councilmember Stern asked about committee meetings. Mayor Erickson said they could end the committee meetings early by 30 minutes to allow them to come to City Hall.

Councilmember McVey supports online committee meetings, and hybrid council meetings. He said the conference rooms are quite small for the committees, and they have had better citizen involvement since they have become virtual, and it is easier to record the committee meetings when they are virtual.

Councilmember Livdahl asked if they will have cameras in front of their faces. City Clerk Fernandez said they would not have individual boxes in zoom, they would share the one box for the council dais, and the view will change based on who is talking. Councilmember Livdahl supports beginning hybrid meetings in April, and she agrees committee meetings are best virtual.

Councilmember Musgrove said his general position is whenever possible, you need to be accessible to the public, which is in person. However, in our rules and procedures we approved allowing two remote councilmembers per meeting in an effort to keep everyone to attend in person as much as possible. That would need to be changed if that is not going to hold. Regarding committee meetings, he has a problem with transitioning from online to in person, plus for Public Works Committee they have show and tell and it is handy to be in person. His general position is in person as much as possible and would like hybrid for both committee and council meetings. He would recommend starting May 1 instead of April 1 to allow the dust to settle.

Councilmember Phillips prefers virtual committee meetings, it is easier if you are working, and hybrid for council meetings. He thinks it would be good to test it out first.

City Clerk Fernandez added that staff has not tested the viability of hybrid committee meetings, so that is something they would need to test out before implementing. Mayor Erickson said they could try using the owl; Councilmember Musgrove suggesting bringing a laptop into the conference room.

Councilmember Lord thinks they should take this slower. Try the Council meetings live in April (hybrid as needed) and not try to do the committees until later.

Councilmember McGinty said they can evolve as they go.

Mayor Erickson said she will test hybrid next week and they can see how it works. Councilmember Stern said he would join her to help test it.

Mayor Erickson said masks come off this weekend. The policy is to respect your neighbor. If you go into someone's space, and they are masked, then you need to mask up in their space. The plexiglass around the front counters will stay up. The family restrooms in the parks will stay that way.

Mayor Erickson said it was her understanding from the Council that the speed bumps needed to be reinstalled on Front Street when the streateries are in use. She is going to ask Public Works Superintendent Lund to reinstall them after Viking Fest.

Councilmember Stern asked if we expect a proliferation of the streateries. Mayor Erickson said the City has allowed them until December 31, 2022. They are paying fees. And we are making sure they are well-built and safe. State 42 Winery is improving the quality of its streatory. It is the same space/size (or it might actually be a little smaller). The Council will have to determine in the fall if they want to extend it.

Councilmember McVey supports the reinstallation of the speed bumps after Viking Fest. That is what the council agreed to from a public safety perspective.

The Council concurred to reinstallation of speedbumps on Front Street after Viking Fest.

a. Revocation of Emergency Declaration

Mayor Erickson revoked the emergency declaration from March 2020 due to the COVID-19 pandemic effective today.

b. 2021 Donation Summary

Mayor Erickson reviewed the 2021 donation summary report.

c. Department Head Reports

None.

6. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a through h.

The items listed are:

- a.** Excuse Absences for Councilmembers McGinty and McVey
- b.** Approval of January 12, 2022, Council Meeting Minutes
- c.** Approval of January 19, 2022, Council Meeting Minutes
- d.** Approval of February 2, 2022, Council Meeting Minutes
- e.** Approval of February 9, 2022, Council Meeting Minutes
- f.** Approval of February 23, 2022, Council Meeting Minutes
- g.** School Resource Officer (SRO) Agreement
- h.** Public Art Donation Acceptance: Sculpture for Rotary Morrow Community Park

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

Discussion: Councilmember Lord commended City Clerk Fernandez on the comprehensive minutes she presented. She is grateful for having their actions being encapsulated in a readable way.

Motion carried unanimously.

7. BUSINESS AGENDA

a. Review and Update of the City's Comprehensive Emergency Management Plan and Emergency Operations Plan

Housing, Health and Human Services Director Hendrickson presented the agenda summary, noting the City of Poulsbo, like other jurisdictions in Washington State, is legally required to create and maintain a Comprehensive Emergency Management Plan (CEMP) and Emergency Operations Plan (EOP) compliant with federal and state guidelines. The Housing, Health and Human Services Department and Housing, Health and Human Services Committee recommends engaging with a subject matter expert to update these two plans and identify areas of improvement.

Carpenter Northwest, Inc represented by former Bainbridge Island Assistant Fire Chief Luke Carpenter has proposed a plan update and needs analysis. The cost for this work is approximately \$9600. He reviewed what is included in a CEMP and how it is used.

Council is being asked to authorize the creation of an agreement with Carpenter Northwest to provide this service. The final agreement will be placed on a future consent agenda.

Mayor Erickson said coming out of the COVID emergency, she worries about the big one, wildfires, and keeping warming stations open in the winter. KCDEM tends to be south-end centric, and she sees former Assistant Fire Chief Carpenter to be a fresh set of eyes to take all the steps they can to be prepared.

Councilmember McVey sees the benefit of having the Public Safety-Legal Committee engaged in the process, and it is odd with having it in Housing, Health & Human Services. Mayor Erickson said Public Works also needs to be included, it spans many departments/committees. She has no problem having him work with both committees.

Councilmember Livdahl said we don't have an emergency manager. This was brought to the Housing, Health & Human Services Committee by Kim Hendrickson. She is noted the absences that currently exist. If no one is aware of what the plan is, then the plan

isn't working. The committee recommended this come to the full council. What is being presented could be a tremendous value to the City. The community engagement is so critical and is maybe where the breakdown comes from. She hopes we don't lose the momentum of having a plan and engaging the community to keep it relevant in their minds.

Councilmember Lord believes they need to have an emergency management plan that works and is flexible enough to address all of the potential scenarios that could come our way. We need a plan that we have buy in from the Council, community, and first responder agencies. She thinks once we have a draft, this should be reviewed by the Council of the whole.

Councilmember McGinty said we need one person to be on point in a leadership role. This will go across churches, medical organizations, and yacht clubs.

Councilmember Phillips said in the past that Dan Schoonmaker was the manager, would it be Chief Harding now. Mayor Erickson said in theory it would be Chief Harding, but running the police department is a very large job. We need someone to look at what we have, figure out where the holes are, then engage everyone to get them on the same page. No one on city staff has that bandwidth. This is a resourcing issue.

Chief Harding said emergency operations is a huge body of work. It is important to have a plan, but also identify workers to carry it out. He is open to reviewing the process and figuring out the best way to get it done.

Housing, Health & Human Services Director Hendrickson said this is Chief Harding's purview and she is not suggesting that Housing, Health & Human Services should be detracting from his leadership. But she likes the theme that is emerging that this is on all of us, including the community.

Councilmember Musgrove presumes this is phase 1, step 1, to get something legal and functional, and then phase 2 to combine all the concerns and refine it.

Motion: MOVE to approve the Mayor to engage with Carpenter Northwest, Inc, to update the City's Emergency Plans and identify areas of improvement. Funds will be used from the City's ARPA funds up to \$10,000.

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

Discussion: Councilmember Musgrove asked Mr. Carpenter if he had any suggestions to frame this for clarity of understanding with successful contracts. Mr. Carpenter said one thing that will get is the legal documents, but they will also receive a list of recommendations, but that will be given to the City as well as the documents. Motion carried unanimously.

b. New Community Support Specialist Position

Housing, Health and Human Services Director Hendrickson presented the agenda summary, noting that the City of Poulsbo partners with Poulsbo Fire and the Olympic Peninsula Community Clinic (OPCC) to operate the Poulsbo Fire CARES Program. Poulsbo Fire provides a firefighter/EMT trained in crisis intervention to work on the team and the City subcontracts with OPCC to provide a Community Support Specialist position. The goal of the program is to connect individuals with behavioral health issues to appropriate care and services, thereby improving residents' quality of life—and reducing the unnecessary use of emergency systems. The CARES Program has been without a full time Community Support Specialist since December 2021. Olympic Peninsula Community Clinic has been unable to staff this position despite months of job postings and recruitment. Council is being asked, this evening, to authorize the Housing, Health, and Human Services Department to create a new City Community Support Specialist position. Bringing this position "in house" will allow us to offer a competitive salary and benefit package which will attract high quality candidates for this role. The creation of this position will have no fiscal impact. \$71,057 has already been awarded from the County Treatment Tax to fund this position and Council has designated \$50,000 in ARPA funds for this purpose. The state operating budget includes \$200,000 that can be used, in 2022 and 2023, to fund the position.

Councilmember McVey supports this position. Bringing this in-house will make the position more attractive.

Motion: Move to approve the creation of a Community Support Specialist Position at salary range 21. The position will extend until December of 2023.

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

Discussion: Councilmember Stern quoted from an email from City Lobbyist Bryan McConaughy regarding the grants awarded in the amount of \$200K for the Poulsbo Cares program with support from Senator Rolfes and Representative Simmons. He commended Housing, Health & Human Services Director Hendrickson for her hard work. Councilmember Musgrove said Housing, Health & Human Services Director

Hendrickson is giving us the ability to get things done that we have been trying to do for years.

Motion carried unanimously.

c. Discussion: Resuming In-Person Council Meetings

Discussed during Mayor's Report.

8. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported they had an update on the complete streets strategy developed with Parametrix; Johnson Parkway water system is done, and they have done some floor paving on the tunnel and working with WSDOT on the final design approval for the wall artwork. Discussed State transportation projects (North Noll Road, Finn Hill Overlay, and 3rd Avenue request of \$700K for upgrading). Kitsap County is not doing any striping this year for the City. We will be doing fog lines and center lines. They have received information on trip hazards and how much money has been spent on past claims. Summerset is doing a pilot community clean up on April 1. We need more casual laborers. We need at least five, and only have one. The Mayor wants to offer a \$2,000 hiring bonus if the candidate works five months. You must be 18 years old and have a drivers license. They will receive flagger training. The City is also now reimbursing CDL licensing costs for the Public Works crew. The committee also recommends a supplement to the pressure reducing valve at Mesford and Johnson to upgrade electrical communications and additional design work for \$10,000.

Community Services Committee: Councilmember Phillips reported they met the new Special Events Coordinator Lin Wilson. The Boat Rendezvous is coming in August. They are working hard on getting the boardwalk repaired. The statue in Morrow Manor park has been taken down because the epoxy wasn't sticking. Rotary gave \$6K to Leadership Kitsap for a future project.

Economic Development/Planning Committee: Councilmember Livdahl reported they got an update on the 2024 Comp Plan progress and public participation component of the project. They talked about the multi-family tax exemption. Stormwater vaults were discussed (could they be usable space if the City owns them). They discussed the liaison assignments. There was a pre-application meeting for a food truck court on Viking Way. The Port reported pile driving will begin on August 1 for their breakwater project.

Housing, Health, and Human Services Committee: Councilmember Livdahl reported they received the COVID update; they were introduced to the new executive director of the Homes of Compassion who gave a financial status update and noted they are seeking a small office space to do one-on-one mental health support; and received a Fire CARES

report (340 people served/700 outreaches/\$90K in cost savings from folks not being transported to the hospital). The next meeting is moved to March 30 at 4:00 p.m. and will cancel the April 6 meeting.

9. BOARD/COMMISSION REPORTS

None.

10. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert said he would come and be a guinea pig at next week's trial hybrid meeting. He also said he has experience with emergency plans and it can run 300 pages. Committee work might help with the preliminary work.

David Hudson said he would also attend the meeting in person with Rick.

11. MAYOR & COUNCILMEMBER COMMENTS

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

12. ADJOURNMENT

Motion: Move to adjourn at 8:41 p.m.,


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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk