

## POULSBO CITY COUNCIL MEETING OF MARCH 16, 2022

### MINUTES

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

**Staff:** City Clerk Fernandez, Finance Director Booher, Human Resources Manager Kingery, Planning & Economic Development Director Wright, Police Chief Harding, Lieutenant Nau, Senior Planner Coleman, Engineer I Burgess, Officer Bogues

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for December 2021
- \* \* \* Payable Disbursements for January 2022
- \* \* \* Payable Disbursements for February 2022
- \* \* \* Mesford and Swanson PRV Project Consultant Contract Amendment
- \* \* \* Internet Continuity and Additional Firewall
- \* \* \* Public Hearing and Adoption of Ordinance No. 2022-02, 2022 Comprehensive Plan Amendments, City-Initiated and Site-Specific
- \* \* \* Loading Zone 15 Minute Parking Regulations
- \* \* \* Poulsbo Police Officers Association Union Contract
- \* \* \* Senior Systems Administrator Position – IT Reclassification
- \* \* \* Resolution No. 2022-07, Salary & Wages Update
- \* \* \* Ordinance No. 2022-03, Authorizing the Acquisition of Property and Execute a Finance Contract with the State LOCAL Program

#### 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

No comments were received.

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

Councilmember Livdahl said there is a volunteer opportunity on March 20 at Fish Park. She is troubled and distressed about what is going on in Ukraine, she asked for everyone to reflect on it. She knows it is heavy on everyone's hearts.

Councilmember McGinty said the Beer Run looked like it was great success last weekend.

Councilmember McVey thanked the IT staff for the great job on installing the new hybrid equipment in the chambers, and he thanked those in attendance for testing it out.

Councilmember Musgrove said the hybrid system is very exciting. He noted there was some audio and video breakup of the chambers and audio break up during Councilmember Lord's comments.

Councilmember Phillips reflected on the sheriff's deputies that were shot in Pierce County. It hits home no matter where you live. He thanked law enforcement for all they do.

Councilmember Stern thanked IT for the outstanding job in implementing the hybrid system. He thanked the Mayor and City for making this happen. He noted tonight we fly the Ukrainian flag on our flagpole at City Hall. He noted two recent passings: Glen Nakata and Melanie Mohler.

Mayor Erickson asked everyone to pray for Ukraine. She said the City received an anonymous gift of the Ukrainian flag. They put it on the flagpole and have since received some comments for how it is being displayed. The flags are supposed to be on separate flag poles at the same height. We don't have two poles, so they hung it the best way they could, with no disrespect intended. She also thanked the anonymous donor.

Councilmember McVey said Sergei, one of the employees at Hot Shots, an immigrant from Ukraine. He knows who sent it. Sergei was also very grateful for the City flying the flag.

Councilmember Lord thanked the Mayor for taking the initiative to fly the flag, even if it is on the same pole.

Mayor Erickson thanked all the volunteers who planted the daffodil bulbs in November. They are blooming and beautiful.

##### **a. Department Head Comments**

Planning & Economic Development Director Wright said today marks her three month anniversary, and is also the first time she has been able to see all of her staff

members' faces with the mask mandate lifting. They are busy preparing for the joint meeting with the Planning Commission next Tuesday.

## 5. CONSENT AGENDA

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

The items listed are:

- a. Payable Disbursement for December 2021
- b. Payable Disbursement for January 2022
- c. Payable Disbursement for February 2022
- d. Mesford and Swanson PRV Project Consultant Contract Amendment
- e. Internet Continuity and Additional Firewall

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

## 6. BUSINESS AGENDA

### a. Public Hearing and Adoption of Ordinance No. 2022-02, Comprehensive Plan Amendments, City-Initiated and Site-Specific

Senior Planner Coleman presented the agenda summary, noting the Council set the docket for the 2022 Comprehensive Plan Amendments in January which include:

- Application No. P-11-15-21-01: A site-specific amendment to the City's Land Use (Figure LU-1) and City's Zoning Map. The request is to re-designate and rezone the property at 21195 Viking Ave NW from Residential Medium to Residential High.
- Application No. P-11-12-21-01: A text amendment to Chapter 12, the Capital Facilities Plan, to update Table CFP-4 (City of Poulsbo 6-Year Capital Improvement Projects) to reflect the proposed projects listed in the 2021-2027 Capital Improvement Projects.
- Application No. P-11-12-21-02: A text amendment to repeal and replace Appendix B-5 and amend associated sections of the Comprehensive Plan (Chapters 8 and 12) to reflect the updated 2021 Parks, Recreation, and Open Space (PROS) Plan.
- Comprehensive Plan amendments are processed using the Type IV public review process, which requires a public hearing before both the Planning Commission and City Council.

Following a public hearing on February 22, 2022, the Planning Commission recommended approval of the amendments to City Council. Two staff reports (one for city-initiated applications and one for the private property initiated application).

At 7:21 p.m., Mayor Erickson opened the public hearing, and receiving no comments, closed the public hearing at 7:21 p.m..

Councilmember Stern noted we are moving toward denser housing along our arterials and collectors, and that was something the legislature wanted to force on us, but it was something the City is doing on their own to help with that aspect of the immediate need for additional housing.

Councilmember Musgrove appreciated the briefing and all the work that went with this process.

**Motion:** Move to approve Ordinance No. 2022-02, an ordinance of the City of Poulsbo, Washington, adopting the 2022 Comprehensive Plan Amendments; re-designating and rezoning property at 21195 Viking Ave NW from Residential Medium to Residential High; repealing and replacing Appendix B-5 and amending Chapters 8 and 12 to reflect the updated 2021 Parks, Recreation, and Open Space (PROS) plan; amending Table CFP-4 (the Six-Year Capital Improvement projects) to reflect projects listed in the city budget 2021-2027 Capital Improvements Plan; providing for severability and establishing an effective date.

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

Motion carried unanimously.

#### **b. Loading Zone 15 Minute Parking Regulations**

Engineer 1 Burgess presented the agenda summary, noting three identified parking spots to be designated for short-term parking or load/unload areas in the downtown area and the next steps in order to implement these changes. Minor costs will be funded from the Public Works maintenance budget.

Councilmember McVey supports this project, it helps turn over parking spots for quick errands downtown. He is concerned about the wording of "loading zone." He said if he read that sign, he is not sure he would use it for a quick pick up of a sandwich or coffee. He wondered if "short term parking" would be clearer. Engineer 1 Burgess said he does not know what they have in stock, but they will see what is available. They have a requirement to use signs based on the MUTCD, but they have the ability to add clarifications underneath.

Councilmember Stern said all the time limits depend on enforcement. He asked if we could paint that section of the curb yellow to make it more noticeable. Engineer 1 Burgess said it is a conversation he would need to have with Public Works, it may be possible.

Councilmember Musgrove said this was discussed in Public Works. The HDPAs did request two short-term pick-up parking spaces as part of their COVID mitigation plan. We didn't approve it at that time but reduced all parking on Front Street to two-hour parking. He said this is an enforcement issue, and we need to make sure these are not abused. He is supportive of this and gathering metrics of the occupancy rate and revenue generation as a high turnover space. Originally, it was questioned to use existing bus stops that are not being utilized fully. The Committee recommended a limited experimental duration with business feedback to determine to continue, modify, or discontinue the short term parking.

Councilmember Lord said this is an experiment and the locations are logical at the moment, but they might shift. She would like to know when this will be re-evaluated, and she appreciated having wording on the signs to clarify who can use the space. She does not want to lock themselves into an indefinite period of time, but to test it and get feedback.

Engineer 1 Burgess said they will be moving forward with this action; tonight is a notification to get any additional feedback.

The Council concurred with moving forward with the installation of the signage as presented.

**c. Poulsbo Police Officers Association Union Contract**

Human Resources Manager Kingery presented the agenda summary, noting the union contract between the City of Poulsbo and the Poulsbo Police Officers Association expired on December 31, 2021. After numerous meetings with the bargaining unit, an agreement was reached and the final contract resulting from these meetings has been ratified by the union. The next step is approval by the City Council. The monetary impacts are: additional 2% educational incentive pay for a master's degree, additional 1% detective premium after 24 mos. in assignment, reduction in canine handler pay, 3% for School Resource Officer for time worked only, reduction in HRA VEBA contribution from \$303 to \$200 per month, addition of the Juneteenth holiday, sick leave cash-out increased from 25% to 50% but only paid upon retirement; detective clothing allowance increased an additional \$175 annually, increase of 9% for Officers and Sergeants which includes a market adjustment and COLA for 2022, minimum 2% - maximum 4% COLA for years 2023 and 2024. There is a memorandum of understanding providing for a \$1500.00 retention bonus per year.

Additionally, there were beneficial language changes in many sections of the contract. The final contract and memorandum of understanding is attached for Council consideration.

Officer Bogues spoke on behalf of the Poulsbo Police Guild and shared that the membership is excited by the contract. He thanked the City's negotiation team and said it very important that the negotiations didn't need to enter into mediation. The contract shows that Poulsbo is invested in recruiting and retaining professional peace officers. The law enforcement agencies are fighting for the same small pool of applicants. This agreement ensures continued success as the city experiences phenomenal growth. He thanked the Council for their consideration and for their support.

Councilmember McVey said they have been briefed in collective bargaining sessions and credited the negotiation teams for adding the retention bonuses for our existing staff. He thanked our police officers for doing the job they do; it is not an easy job. He is excited about the contract and the stability it provides.

Councilmember Lord thanked Officer Bogues for speaking and is thrilled they are able to offer a retention incentive. She has seen numerous contracts with the Guild, and there have been a few bumpy years that needed mediation. Times are different and she believes the Mayor and City Council recognizes the climate and critical nature of supporting our police department and making them feel appreciated. She cannot be prouder of our police department. She appreciates the good faith the Guild put in for coming up with an amicable, useful, and incentivizing contract. This contract is a huge achievement; she thanked all parties involved.

Councilmember Musgrove said they are always representing the taxpayers who pay for the services while looking at our employees who are providing the services. It is always important to have that balance of fairness, and it appears that has been achieved.

**Motion:** Move to authorize Mayor Erickson to sign the collective bargaining agreement between the City of Poulsbo and the Poulsbo Police Officers Association for the three-year period of January 1, 2022, through December 31, 2024.

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

**Discussion:** Councilmember Livdahl gave a heartfelt "thank you" to the department for what they do every day. She hopes they understand how much they are appreciated and is glad how the negotiations went.

Councilmember McVey said the Public Safety/Legal Committee met tonight, and Chief Harding gave an update on some of the facts and figures they are putting together for the strategic plan, including the number of hours that our police officers

have experiences in terms of training from 2021. Our officers are greatly exceeding the minimum number of hours including more training in crisis intervention. They also talked about the importance of diversifying our police force.

Councilmember Stern cited the Mayor's leadership in this. She set the tone, she had the vision, and she had a strong negotiation team behind her. She wanted the department to pivot from community warriors to community guardians. That is an important distinction that parallels this contract.

Councilmember McGinty noted the negotiation process shows the professionalism in our police department and negotiation team. It is great to get to this outcome in a non-conflicting manner.

Motion carried unanimously.

**d. Senior Systems Administrator Position – IT Reclassification Request**

Human Resources Manager presented the agenda summary, noting the Senior IT Technician position has evolved from a help desk assistant to one requiring a higher level of expertise. The roles and responsibilities now include: Help Desk Administrator; Install, manage and troubleshoot all endpoints including workstations, laptops and mobile devices; Manage 120 endpoints (workstations, laptops mobile devices) with security updates, anti-virus updates, operating system upgrades and applications including MS Office 365 and Windows 10; Manage 3rd party cloud endpoint security system for all endpoints, including on-prem MS servers; manage city website and 3rd party cloud provider. Network Administrator: Install, manage and troubleshoot all LAN/WAN hardware including network firewalls, routers, switches, on-prem and online servers, wireless access points, network security cameras, cloud based VOIP telephone system, Backup servers, Remote Access VPNs and AV equipment in Council Chambers and Muni Court; Manage building access and security permissions and badge creation; Manage network connectivity from Police Department to County and Kitsap 911; Manage network connectivity from Muni Court to AOC and Daily Management of servers. Active Directory Administrator: Manage daily operations of on-prem domain controllers; Manage daily "Adds, Moves and Changes" for user network profiles, phone system.

This new position will not increase the FTEs in IT but provide a higher level of expertise and needed redundancy in the IT Department.

Councilmember Stern noted IT Manager Stenstrom will be retiring at the end of June, and Nick Williamson will be promoted to the position. This new position will provide redundancy in the department.

Councilmember Musgrove said this looks appropriate, legitimate, and sustainable to meet our current IT needs.

**Motion:** Move to authorize the new position of Senior Systems Administrator.

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

Motion carried unanimously.

**e. Resolution No. 2022-06, Salary & Wages Update**

Human Resources Manager Kingery presented the agenda summary, noting the 2022 Revised Salary Schedules includes the following changes:

- Elected/Appointed Officials: None
- Management: Addition of the Senior Systems Administrator position to Range 14
- Teamsters: Addition of Assistant Planner position to Range 15; addition of Community
- Support Specialist to Range 21.
- Poulso Police Officers Association: Salary range adjustments to Officer and Sergeant positions in addition to a COLA provides a 9% pay increase. This increase is effective March 16, 2022.
- Non-Represented: None
- Casual Labor: None

**Motion:** Move to approve Resolution No. 2022-06, adopting the revised 2022 Salaries and Wage schedules effective March 16, 2022.

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

Motion carried unanimously.

**f. Ordinance No. 2022-03, Authorizing the Acquisition of Property and Execute a Finance Contract with the State LOCAL Program**

Finance Director Booher presented the agenda summary, noting the City has completed an application and Notice of Intent to Washington State Treasurer's Office LOCAL Program in order to enter into a financing contract in relation to the acquisition of property. The debt is for the purpose of purchasing eight new Police Vehicles and one new vehicle for the City's Building Department - Building Inspector. The City received credit approval from the State to move forward. The Ordinance appoints the Mayor and/or Finance Director as the authorized agency representatives for the City of Poulso. Application and Notice of Intent were submitted to the State in January.



**Motion:** Move to approve Ordinance No. 2022-03, an ordinance of the City of Poulsbo, WA, authorizing the acquisition of personal property an execution of a finance contract and related documentation relating to the acquisition of said personal property.

**Discussion:** Councilmember McVey confirmed the new vehicles are hybrid. Councilmember Musgrove said he did confirm they are hybrid vehicles at the quoted price. He also questioned the motion and asked if it was standard language. Finance Director Booher said that is the ordinance developed by the state and the bond counsel. They consider the vehicles as personal property.

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

## 7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember McGinty reported on the real estate excise and sales tax reports.

Public Safety/Legal Committee: Councilmember McGinty reported the police department reviewed their recruitment process for 2021 and current hiring needs. They also received a report on training requirements and the number of auto thefts. It was a comprehensive report, and it may need to be given to the full council.

## 8. BOARD/COMMISSION REPORTS

Councilmember Livdahl attended her first Chamber board meeting in person. They discussed upcoming speakers for their Wednesday lunches (April – Chief Harding). They are working on the member directory. They are working on another drive-by Easter parade. Viking Fest is happening May 20-22, they will ask to close Front Street for all of Saturday for an evening street dance. The annual golf tournament is June 3<sup>rd</sup> at White Horse golf course. The gala may be July 29 as a replacement date for the annual winter gala. Poulsbrew is September 17.

Councilmember Stern said the money the State Public Works Board uses comes from local agencies. The money has been swept twice, once for McCleary court ruling (left empty for five years) and there was a proposal to sweep \$100MM per year for 15 years to plug the hole in the new transportation package. They were able to reduce that to about half. The State Public Works Board is May 6 and will be held in the Poulsbo Council Chambers.

Mayor Erickson said Housing Kitsap has been working hard to get their financial statements in order. They are now up to date with their submittals and are doing a great job. They have a new executive director who is doing a fabulous job. She hopes they will

be out of the financial mess they have been in for the past decade and can begin to talk about building more affordable housing.

Mayor Erickson noted the health district board structures were changed by the legislature last year. State law now requires as many non-elected people as elected people on the board and must have representation from our Tribes. Commissioner Gelder and herself are on the policy board to make that change. There will be a recruitment process for the non-elected people who will be on the board.

Mayor Erickson said the general assembly is in May for the Puget Sound Regional Council. Right now, they are reviewing the transportation plan and are working through the comments and changes with staff.

Mayor Erickson reported the Gorst Coalition met today to begin planning how to use the \$75MM awarded to them.

Councilmember Stern asked about the work the Suquamish Tribe intends to do with their set aside from transportation funding. Mayor Erickson said it sounds like it will be a new connector road.

## **9. CONTINUED COMMENTS FROM CITIZENS**

Carollynn Zimmers expressed being unable to comment virtually for the meeting. She wondered if they have tried the meetings from the citizen's viewpoint. If meetings are going to be hybrid, they need to verify that citizens can comment.

Rick Eckert, NKSD, said from the school district's perspective they appreciate having a dedicated school resource officer, and a quality department backing him or her up at all times. He thanked the department, and for the Council supporting the department.

## **10. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Lord noted the legislative wrap up that came from the City Lobbyist. It is an interesting read and pertains to several of their departments.

Councilmember Musgrove was happy to hear about the positive comments regarding the Ukrainian flag. It is a humanitarian statement on behalf of the people of Ukraine. We are a nation of immigrants, and you probably know someone who is affected by this. His employee's family is all over in the Ukraine. He said to be mindful, it may be closer to you than you think. Be kind, be caring, and be considerate.

Councilmember Stern said he heard that nations have equal status, and an American flag need to fly at equal height of other national flags on a separate pole. First, he noted the

flag was an unsolicited gift and City Hall only has one pole. They could either hesitate or seize the moment. They felt it was more important to respond to the moment than wait for the perfect time. He also thanked Ms. Zimmers for her comments, noting this was a trial run, and it is important to fix any glitches that happen.

## 11. ADJOURNMENT

**Motion:** Move to adjourn at 8:35 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