

## POULSBO CITY COUNCIL MEETING OF APRIL 20, 2022

### MINUTES

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

**Staff:** City Clerk Fernandez, Police Chief Harding, Engineer I Burgess, Construction Manager Raney, Housing, Health & Human Services Director Hendrickson

**ABSENT:** Livdahl, McVey

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for March 2022
- \* \* \* Approval of March 16, 2022, Council Meeting Minutes
- \* \* \* Approval of April 6, 2022, Council Meeting Minutes
- \* \* \* TargetSolutions Employee Training Software Services, BA#22-0206
- \* \* \* Arizona State Purchasing Cooperative Agreement
- \* \* \* Resolution No. 2022-07, Establishing Sole Source Provider for Police Vehicle
- \* \* \* Acceptance of SRT BWC Program Grant and BA#22-0205
- \* \* \* Noll Terrace Final Plat Approval
- \* \* \* Blue Heron Glen Final Plan Approval
- \* \* \* Set Public Hearing for the 6 Year TIP
- \* \* \* Resolution 2022-08, Federal Grant Application for Noll Road Improvements Project [North Section]
- \* \* \* Resolution 2022-09 Federal Grant Application for Finn Hill Overlay Project and 3rd Avenue Improvements Project
- \* \* \* ILA with Poulsbo Fire for Fire CARES Program
- \* \* \* Agreement with Carpenter NW, Inc, to Update the City's Emergency Plans
- \* \* \* Substance Use Disorder Services Agreement - Believe in Recovery
- \* \* \* Executive Session re Real Estate Matters

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

Mayor Erickson called the hybrid meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

### 2. AGENDA APPROVAL

**Motion:** Move to approve the agenda as noted.

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

Motion carried unanimously.

### 3. COMMENTS FROM CITIZENS

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

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

Councilmember Phillips said we have really good kids coming up through the schools in our city. He is excited for our future. He coaches at the middle school and they won tonight.

Councilmember Lord commended the City of Poulsbo residents and the rest of the County for their generosity in donations to the Great Give. Kitsap Community Foundation raised \$1.7MM this year for our non-profits through this event. She said Viking Fest is happening this year. There will be a parade, street dance, and all the normal Viking Fest activities. The Bremerton Symphony Orchestra is presenting a live free concert in Silverdale this weekend.

Councilmember Stern thanked Councilmember Phillips for coaching youth football. He said at Rotary Parks & Recreation Director Schoonmaker introduced the new Special Event Coordinator Lin Wilson. On May 6, the Council Chambers will be hosting the first in-person meeting for the Public Works Board.

Councilmember Musgrove said it is great to hear about the Great Give and all the funds raised, which is heartwarming. It is great to see so many people are choosing to give. He noted it was disappointing to hear about the break down at the Olympic View Solid Waste Facility. Poulsbo didn't see many impacts from that, and he credited the City's great Public Works department for managing the situation.

Mayor Erickson thanked the Poulsbo Chamber of Commerce for holding their drive-by Easter egg hunt. She said the City is hiring a lot of people right now (new planner, new assistant in IT, and casual labor in Public Works). She shared the City will get an expedited permit from the Department of Fish & Wildlife for the boardwalk repair. The Business Recovery meetings that were held during the pandemic will be discontinued, there isn't enough participation at this point. She said she needed to know who from the Council will be in the Viking Fest parade.

- a. Department Head Reports – No reports.

### 5. CONSENT AGENDA

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

The items listed are:

- a. Payable Disbursements for March 2022

- b. Approval of March 16, 2022, Council Meeting Minutes
- c. Approval of April 6, 2022, Council Meeting Minutes
- d. TargetSolutions Employee Training Software Services, BA#22-0206
- e. Arizona State Purchasing Cooperative Agreement
- f. Resolution No. 2022-07, Establishing Sole Source Provider for Police Vehicle Equipment Install

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

## 6. BUSINESS AGENDA

### a. Acceptance of SRT BWC Program Grant and BA#22-0205

Police Chief Harding presented the agenda summary, noting during the Mid-Biennium Budget process for 2021-2022, Poulosbo Police Department was approved by Council to upgrade the AXON (Bodycam and Tasers) subscription to allow for new and improved technology, equipment and unlimited storage. The additional cost was estimated to be \$20,000 ongoing over and above their existing budget and was budgeted to come from the Police Restricted Fund 191. At the same time last fall, the department applied for a grant through the Small Rural Tribe Body Worn Camera program. In March 2022, they were notified of the grant award in the amount of \$18,126 which will be applied towards the cost of this upgraded subscription in 2022. This budget amendment is to move the previously budgeted \$20,000 from Fund 191 and recognize the Grant Award revenue and expense in the General Fund. This \$18,000 budget expense will be an ongoing baseline adjustment to the Police Department Operational GF Budget. The Chief of Police is requesting acceptance of this Small Rural Tribe Body Worn Camera Grant Award for \$18,126 and its corresponding Budget Amendment #22-0205.

**Motion:** Move to accept the \$18,126 SRT Body Worn Camera Grant and authorize the Mayor to sign and additionally approve the associated Budget Amendment #22-0205.

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

Motion carried unanimously.

### b. Noll Terrace Final Plat Approval

Engineer 1 Burgess presented the agenda summary, noting the infrastructure for the plat of Noll Terrace, a 31-lot plat located adjacent to Noll Road NE Ridge, has been completed to the satisfaction of the Engineering, Planning, and Public Works Department. Noll Terrace as proposed for final plat, conforms to the terms of

preliminary plat approval as addressed in the final plat staff report. Given that Noll Terrace satisfies the terms of preliminary approval and conforms with Title 17 of the Poulsbo Municipal Code, the City Engineer respectfully recommends that the City Council approve Noll Terrace final plat.

Mayor Erickson said she has been watching this be built and they are doing a good job, and there is a brand new crosswalk with a push-to-flash signal to keep kids safe when walking to school.

Councilmember Lord said when they approve a final plat, it is the final step in a lengthy scrutiny of an application to develop a piece of property. The amounts of eyes on this project and the number of regulations a project has to go through in order to get approval is significant. The developers have to meet the City's regulations, state regulations, and environmental regulations. This approval may seem simple when accepting the final plat; however, it is not simple to get to this stage. It requires hundreds of hours of staff time working with the developers. She thanked the everyone involved for all of their work.

Councilmember Phillips thanked staff for their time and thanked the construction workers for all the hard work they do.

**Motion:** Move to approve the Final Plat of Noll Terrace.

**Action:** Approve, **Moved by** Phillips, **Seconded by** lord.

Motion carried unanimously.

### c. **Blue Heron Glen Final Plat Approval**

Engineer 1 Burgess presented the agenda summary, noting the infrastructure for the plat of Blue Heron Glen, an 85-lot plat located adjacent to Noll Rd and Heron Pond Ln, has been completed to the satisfaction of the Engineering, Planning, and Public Works Department. Blue Heron Glen as proposed for final plat, conforms to the terms of preliminary plat approval as addressed in the final plat staff report. Given that Blue Heron Glen satisfies the terms of preliminary approval and conforms with Title 17 of the Poulsbo Municipal Code, the City Engineer respectfully recommends that the City Council approve Blue Heron Glen final plat.

Councilmember Stern mentioned the ratio of children this plat will bring, it will shift population into the central core. He asked what provisions the school district may take when population moves out of rural areas and back into the urban environment, as the Growth Management Act requires.

North Kitsap School District Board Member Rick Eckert said at their last meeting, they approved money for the purchase of a property within the UGA off of Finn Hill Road with the intent to build a new elementary school. This will be central to the City. Councilmember Stern asked what range of numbers of student impact is the school district anticipating. Mr. Eckert said he forwarded the Council a demographic student to help them determine what they needed to build or reopen in the next five to ten years. They dropped enrollment during COVID, but it is anticipated to come back. With growth in Kingston and in the City, they plan to do expansions at many locations.

**Motion:** Move to approve the Final Plat of Blue Heron Glen.

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

Motion carried unanimously.

**d. Set Public Hearing for the 6 Year TIP**

Construction Manager Raney presented the agenda summary, noting City Council is asked to set a public hearing date for the City of Poulsbo 6 Year Transportation Improvement Program (TIP) for June 1, 2022.

Councilmember Lord said this was reviewed at the Public Works Committee, and that is when the 10<sup>th</sup> Avenue Overlay was brought up to the committee, and they agreed to include it.

**Motion:** Move to set the public hearing date for the 2023-2028 6 Year Transportation Improvement Program for June 1, 2022.

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

Motion carried unanimously.

**e. Resolution 2022-08, Federal Grant Application for Noll Road Improvements Project [North Section]**

Construction Manager Raney gave a presentation covering the Transportation Grant Applications for 2022 and presented the agenda summary with resolution for authorization to apply for Surface Transportation Program (STP) funding assistance from the Puget Sound Regional Council (PSRC) for the Noll Road Improvements Project - North Section (Maranatha) and the resolution for authorization to apply for Surface Transportation Program (STP) funding assistance from the Puget Sound Regional Council (PSRC) for the Finn Hill Overlay Project and the 3rd Avenue Improvements Project (Business Item 6f).

Councilmember Stern asked when we talk about advancing funds, are we talking about an interfund loan? He asked what the back up plan is. Construction Manager Raney

said the ARPA funds need to be spent by the end of 2023, and these funds would be available in 2024. They would be looking to request an advance of those funds.

Mayor Erickson said PSRC is juggling allocation processes all the time. Construction Manager Raney agreed PSRC does this a lot, and they may ask for an advance if they are ready to move forward early. Mayor Erickson also noted we need to increase spots for electric vehicle charging stations.

Councilmember Stern said as they plan for 3<sup>rd</sup> Avenue, they have looked at more intensive parking opportunities on 3<sup>rd</sup>. he asked if there is any breakthrough in design that we could look at a more intensive arrangement besides parallel parking. Construction Manager said what they are looking at right now is the shared pedestrian/bike lane. It will be a 12 foot lane and 8 foot space shared with pedestrians/bikes with back in angle parking.

Councilmember Stern asked if the City will be claiming their right-of-way along 3<sup>rd</sup> Avenue, and Construction Manager Raney said they would, and plan on contacting the property owners along 3<sup>rd</sup> Avenue who are currently using it.

Councilmember Lord said in years past they tried to tackle how to maximize 3<sup>rd</sup> Avenue. One solution was creating a one-way on 3<sup>rd</sup> and then bring them out possibly have the other direction be on Front Street. It could maximize parking opportunities if it were one way. She appreciates the Mayor pointing out that they need community input lockstep with our plans, because the sewer line on 3<sup>rd</sup> is uphill. It will be a big deal to do sewer improvements on 3<sup>rd</sup>.

In response to Councilmember Lord, Construction Manager Raney said the one-way on 3<sup>rd</sup> Avenue would remain one-way, and will not be going back to two-way.

**Motion:** Move to approve Resolution No. 2022-08, a resolution of the City Council of the City of Poulsbo, Washington, authorizing staff to make a formal grant application for STP funding assistance on the Noll Road Improvements project - North Segment.

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

Motion carried unanimously.

**f. Resolution 2022-09 Federal Grant Application for Finn Hill Overlay Project and 3<sup>rd</sup> Avenue Improvements Project**

Presented with business item 6e.

**Motion:** Move to approve Resolution No. 2022-09, a resolution of the City Council of the City of Poulsbo, Washington, authorizing staff to make a formal grant application

for STP funding assistance on the Finn Hill Overlay project and the 3rd Avenue Improvements project.

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

Motion carried unanimously.

**g. ILA with Poulsbo Fire for Fire CARES Program**

Housing, Health and Human Services Director Hendrickson presented the agenda summary, noting The City of Poulsbo partners with Poulsbo Fire 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 provides project management and a Community Support Specialist. 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 current interlocal agreement with Poulsbo Fire to operate the Fire CARES program expired in December, 2021. City Council is being asked, this evening, to approve an updated agreement that will extend through 2023.

**Motion:** Move to approve the updated ILA with Poulsbo Fire to operate the Poulsbo Fire CARES Program.

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

Motion carried unanimously.

**h. Agreement with Carpenter NW, Inc. to Update the City's Emergency Plans**

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 for improvement and implementation.

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.

Council authorized the creation of an agreement with Carpenter Northwest during its March 9 meeting and the use of ARPA funds for this purpose. Councilmembers are being asked, tonight, to approve the agreement.

Councilmember Musgrove said he would like to have checklists and guidelines for employees for when emergencies occur.

Housing, Health & Human Services Director Hendrickson said community involvement is a best practice for preparation of an emergency and response. She looks forward to getting residents more involved in emergency preparation.

**Motion:** Move to approve agreement with Carpenter Northwest, Inc, to update the City's emergency plans and identify areas of improvement and to expend \$9,800 in ARPA funds for this purpose.

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

Motion carried unanimously.

**i. Substance Use Disorder Services Agreement - Believe in Recovery**

Housing, Health and Human Services Director Hendrickson presented the agenda summary, noting the City of Poulsbo receives yearly revenue from the State's liquor tax fund. According to RCW 71.24.555, jurisdictions that receive revenue from this fund must spend "no less than" two percent of revenue received on a substance use disorder program licensed or certified by the Department of Health. The City currently has approximately \$20,000 in liquor tax funds that must be used for a substance use disorder program.

Housing, Health and Human Services proposes that the City enter into a contract with Believe in Recovery, LLC, to incorporate substance use disorder services into the Poulsbo Fire CARES Program. Under this arrangement, Believe in Recovery will provide a Substance Use Disorder Professional (SUDP) to the CARES team for four hours each week. This SUDP will provide expertise to the Fire CARES team, perform assessments, and help individuals with resource navigation. Believe in Recovery is a Department of Health approved provider and the use of State liquor tax funds for a Fire CARES SUDP satisfies the requirements of RCW 71.24.555. The total amount payable under the Contract by the City to the Believe in Recovery will not exceed \$20,000.

Councilmember Musgrove asked how the funds will be spent, other than the salary. Housing, Health & Human Services Director Hendrickson said this contract will extend to the end of 2023. She said this would go simply to salary, which is \$45 an hour with no benefits or transportation compensation.

**Motion:** Move to approve a contract between the City and Believe in Recovery to add a Substance Use Disorder Specialist to the Fire CARES Team. The position will extend until December 31, 2023.

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

Motion carried unanimously

## 7. COUNCIL COMMITTEE REPORTS

Public Safety/Legal Committee: Councilmember McGinty reported they met with the municipal court, and jury trials will begin on the 2<sup>nd</sup> and 4<sup>th</sup> weeks of the month. They have 15 cases left from the 41. They hired a new public defender who will be starting soon, and a new court clerk. They are working on the final contract for court security. The police department talked about the two agenda items approved earlier in this meeting. They were budgeted for eight vehicles, but only moving forward with four right now, and they won't be available until October.

Public Works Committee: Councilmember Lord reported they are analyzing its fuel purchase policy because of the increase in cost for diesel and gasoline; they have hired two new casual laborers for Public Works; the 9<sup>th</sup> Avenue Lift Station has two pumps, one is out of commission and out for repair; adjustments are being made the Sewer Financial Plan (the anticipated 1% increase for bonding capacity is more accurately expressed at 2% and a higher CPI); the Stormwater Manual is being updated with a public hearing on May 11.

## 8. BOARD/COMMISSION REPORTS

Mayor Erickson said she has KRCC TransPol tomorrow. PSRC is doing its regional transportation plan for the four-county area, and there is a real tug-of-war on how to reflect the policy for climate change and greenhouse gas emissions. Housing Kitsap's financials are close to being caught up (she thanked Mayor Putaansuu and Commissioner Gelder--the three of them have been on the finance committee and they have worked pretty hard on the situation, and the new director is doing very well). Kitsap Transit announced masks are off and she saw the CDC is working on putting the mask back on.

## 9. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert said he re-forwarded the email to the Council with the demographic information and recommendations from the capital projects committee on how to spend the levy money. Starting next week their school board meeting will be in person. They will be rotating every other month between in person and virtual, unless things change from the governor.

## 10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Musgrove said to be kind, caring, and considerate.

## 11. EXECUTIVE SESSION

**Motion:** Move to go into executive session for 30 minutes and adjourn from there.

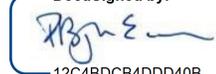
**Action:** Approve, **Moved by** Stern, **Seconded by** McGinty.

Motion carried unanimously.

At 8:22 p.m., Mayor Erickson recessed the meeting into executive session per RCW 42.30.110(1)(B). No action was taken.

## 12. ADJOURNMENT

At 8:52 p.m., Mayor Erickson adjourned the meeting.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk