

## POULSBO CITY COUNCIL MEETING OF MAY 4, 2022

### MINUTES

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

**Staff:** Finance Director Booher, Accounting Technician Campbell, Senior Planner Coleman, Deputy City Clerk Diehl, Police Chief Harding, Public Works Director Lund, Accounting Technician Reisman, Parks & Recreation Director Schoonmaker, Special Event Coordinator Wilson.

**ABSENT:** Councilmember McVey.

### MAJOR BUSINESS ITEMS

- \* \* \* Employee of the Quarter – Larissa Campbell and Jenna Reisman
- \* \* \* 4<sup>th</sup> Quarter 2021 Financial Status Report Presentation
- \* \* \* Ordinance No. 2022-04, 4<sup>th</sup> Quarter 2021 Budget Amendments
- \* \* \* Ordinance No. 2022-05, 1<sup>st</sup> Quarter 2022 Budget Amendments
- \* \* \* 2022 Road Striping Project Contract Award and Budget Amendment, BA#22-0208
- \* \* \* Public Works Admin Auxiliary Generator Design
- \* \* \* Department of Commerce HAPI Grant Agreement and Budget Amendment, BA#22-0209
- \* \* \* Executive Session to Discuss Personnel Matters

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

Mayor Erickson called the 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** McGinty, **Seconded by** Musgrove.

Motion carried unanimously.

#### 3. COMMENTS FROM CITIZENS

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

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

a. Council Comments:

Councilmember Musgrove noted Girls Night Out was taking place downtown today.

Councilmember Lord encouraged everyone to attend the Bremerton Westsound Symphony which will be holding a concert on Sunday, May 15<sup>th</sup> at 3PM to highlight several youth performers.

Councilmember Livdahl noted she attended the Government Alliance for Race and Equity (GARE) Conference and was given lots of good information that she shared with the council. Livdahl feels this needs to be taken on by council as a whole, with the first step being an Equity Audit.

Councilmember Stern gave a shout out to Livdahl for all her work with GARE & HHH; sent his condolences to councilmember McVey on his father's passing; noted the State Public Works board will be meeting in the council chambers on Friday at 8 AM and he invited his fellow councilmembers to attend.

**b. Mayor's Reports**

Mayor Erickson recognized Finance Department employees Larissa Campbell and Jenna Reiselman as Employees of the Quarter.

**c. Department Head Reports**

Parks and Recreation Director Schoonmaker introduced the city's new Special Event Coordinator Lin Wilson. Wilson gave an overview of the city's new events calendar which can be found on the city's website.

**5. CONSENT AGENDA**

None.

**6. BUSINESS AGENDA**

**a. 4<sup>th</sup> Quarter 2021 Financial Status Report Presentation**

Finance Director Booher presented the Financial Status Report which ended December 31, 2021, noting the general fund revenues are great. Booher stated the city came in higher than the projection on General Fund Revenues, in the following categories: sales tax, excise tax, license & permits, charges for services, and miscellaneous. In General Fund Expenditures all categories came in under budget with exception of the information services, mechanic's shop, & personnel. Overall, the big picture showed the operating revenues coming in higher than the years

expenditures. In terms of the cash balance to the city's financial management policy, we are in alignment with the policy. Our investment balance is just over \$35 million and has been growing. Booher presented the Capital Project report which showed the several projects that are in the works.

**b. Ordinance No. 2022-04, 4<sup>th</sup> Quarter 2021 Budget Amendments**

Finance Director Booher noted they usual present this ordinance late since they are closing the books for the year and need to account for all the budget amendments.

Mayor Erickson opened the meeting for public comment per state guidelines. No comments were received.

**Motion:** Move to adopt Ordinance No. 2022-04, An ordinance for the City of Poulsbo, Washington, amending the 2021-2022 Biennial Budget adopted by Ordinance No. 2020-15 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion carried unanimously.

**c. Ordinance No. 2022-05, 1<sup>st</sup> Quarter 2022 Budget Amendments**

Mayor Erickson opened the meeting for public comment per state guidelines. No comments were received.

**Motion:** Move to adopt Ordinance No. 2022-05, An ordinance for the City of Poulsbo, Washington, amending the 2021-2022 Biennial Budget adopted by Ordinance No. 2020-15 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion carried unanimously.

**d. 2022 Road Striping Project Contract Award and Budget Amendment, BA#22-0208**

Public Works Director Lund presented the agenda summary noting: historically Kitsap County has performed our centerline and fog line striping; Public Works stripes crosswalks, stop bars, parking stalls, and curbs; Kitsap County notified us due to a staff shortage they would not be able to perform the services in 2021 & 2022; there are approximately 48 miles of roads to stripe; in the last few years we have

historically paid Kitsap County around \$20,000 for the service; the bid for services went out in April; the city estimate for the services was \$43,355.40; two bids were received with the lowest one being \$42,225.80 plus 10% for change orders (\$4,222); the cost comes out of the Streets Traffic Control Professional Services line which is budgeted at \$55,000; that line also provides for traffic signal maintenance and repair which is currently scheduled to be \$45,220; this makes the total for professional services \$91,667 which leaves a budget shortfall of \$36,667.

Councilmember Lord noted the Public Works Committee had reviewed these items and recommended approval.

**Motion:** Move to approve BA 22-0208 for Streets Profession Services in the amount of \$37,000.

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

Motion carried unanimously.

**Motion:** Move to Approve the Award of the 2022 Street Striping Project to Specialized Pavement Markings, LLC in the amount of \$42,225.80 and authorize the Mayor to sign change orders up to 10%.

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

Motion carried unanimously.

**e. Public Works Admin Auxiliary Generator Design**

Public Works Director Lund presented the agenda summary noting: Public Works is currently in the process of relocating to the new admin building which was the former Nazarene Church; staff began the remodel in 2021 with plans to move in June 2022; for emergency preparedness the building needs an auxiliary generator; multiple quotes were requested from electricians on a generator and transfer switch installation; all of the electricians stated design was needed from an electrical engineer; the city developed a preliminary scope and decided they need both a manual and automatic transfer switch; a scope and budget was requested for Engineering Services from Gray & Osborne at a cost of \$29,870; the schedule includes a complete design and bid date by July 2022, bid award by August 2022, and estimated construction completed by September 2023; budget included \$650,000 for the remodel with a remaining balance of \$187,000, Generator budget of \$150,000, Contract with Gray & Osborne (PS&E) for \$29,870, leaving \$120,000 for generator installation.

Councilmember Lord noted the Public Works Committee reviewed this contract and recommended approval.

**Motion:** Move to approve the contract with Gray & Osborne for the Public Works Administration Building Auxiliary Generator Design project in the amount of \$29,870.

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

Motion carried unanimously.

**f. Department of Commerce HAPI Grant Agreement and Budget Amendment, BA#22-0209**

Planning & Economic Associate Planner Coleman presented the agenda summary noting: the Housing Action Plan was adopted by resolution in 2021; this budget amendment is the next step for the Housing Action Plan Implementation Grant (HAPI); they have identified some strategies which will utilize casual laborers, staff, and third-party agencies to complete the work by 2023.

**Motion:** Move to approve the Department of Commerce grant for implementation of the Housing Action Plan and Budget Amendment #22-0207 in the amount of \$75,000 and authorize the mayor to sign the grant agreement on behalf of the city.

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

Motion carried unanimously.

**7. COUNCIL COMMITTEE REPORTS**

Finance-Administration Committee: Councilmember McGinty reported the committee discussed: Sales Tax; Annual Revenue Reviews.

Public Works Committee: Councilmember Lord reported the committee discussed: Striping Contract; Auxiliary Generator; Boardwalk repairs which include replacement of 500 deck boards & railings and noted boardwalk is open for traffic; Radio Controlled Mower purchase; Neighborhood streets sealing coating project for this summer; the city will be responsible for a portion of Kitsap County Force Main Repair which came in at \$18 million.

Community Services Committee: Councilmember Philips noted the Community Services Committee will meet next week starting at 3pm instead of 4pm.

Economic Development/Planning Committee: Councilmember Livdahl reported the committee discussed: Ongoing conversation for the college town concept; Development

review update noting 761 new units are in the approval process; the Multi-Family Tax Exemption Program which is not being recommended by planning; Planning Director Wright will be presenting at the Chamber Luncheon; Kathy Cocus gave an update on contracts that will be awarded to minority owned and small businesses.

Housing, Health, and Human Services Committee: Councilmember Livdahl reported the committee discussed: the new manager of the Poulsbo Library, Pam Crow wanting to partner with the city and FireCares on the unhoused people of Poulsbo; continued conversation around the ongoing need for affordable housing and the upcoming workshop on May 18 for the Nordic Cottages; Senior Corp group met and they are going to start reaching out to the elderly by phone.

## **8. BOARD/COMMISSION REPORTS**

Councilmember Musgrove noted he attended the Kitsap County/North Kitsap Service Center Public Interaction meeting today and they will be having five more of these public meetings before the service center is complete. This service center will be a place for residents to drop off hazardous household materials. The project will be on Bond Road and they are currently at a 30% design level right now for the site.

Mayor Erickson noted she attended the following meetings yesterday:

Kitsap Transit meeting where they discussed equipment for the fast ferries and changing the fees for the vanpools.

Kitsap Regional Coordinating Council meeting where they discussed planning for the comprehensive plan, HB2120 which is in regard to the building of new houses for each income strata. Councilmember Stern noted they also discussed the Surface Transportation Project (STP) in which Poulsbo presented three projects: Finn Hill, Noll Road Corridor, and 3<sup>rd</sup> Avenue. Stern noted Kitsap Transit also submitted a project that happened to be in Poulsbo which was 1.5 million for the Johnson Road Park & Ride.

Kitsap Public Health District in which the discussed new programs to get people moving Erickson noted the General Assembly for Puget Sound Regional Council is May 26<sup>th</sup>.

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

Rick Eckert of the North Kitsap School District commented he would like to be included in the ongoing college town conversations since the NSKD has a vested interest in their kids after they leave high school for college. Eckert noted Strawberry Field needed a turf replacement and money was budgeted in the last school levy.

Dr. Carollynn Zimmer spoke on behalf of Pam Keeley and the Poulsbo for All group, she was pleased that Councilmember Livdahl attended the GARE Conference in Portland. Zimmer questioned what the next steps would be to hiring an equity auditor. Zimmer commented on an email their group sent on 4/15 to the City Council regarding: removal of the items in the informal memorial in Waterfront Park for Mr. Chiefstick; and when the city will meet with the family about their request for a permanent memorial at the site.

## 10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl noted they are working on the next steps of what the process would be to hire an equity auditor. Livdahl commented on the July 3<sup>rd</sup> fireworks show, noting there was a lot of speculation on social media of why the show was not taking place this year and wanted to set the record straight that it was the decision of the Viking Fest Committee, to spend more time with their families and not have to organize a large fireworks show. Livdahl noted having a fireworks show on the July 3<sup>rd</sup> is a privilege not a right and it is now time for someone new to take the reins.

Councilmember Phillips thanked Parks & Recreation Director Schoonmaker and Special Event Coordinator Wilson for their hard work and presentation on the new event calendar. Phillips commented on Strawberry Field noting every field in the city is being used for sports and with the growing population the city needs to look into creating more fields.

## 11. EXECUTIVE SESSION / ADJOURNMENT

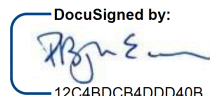
At 8:48 p.m., Mayor Erickson adjourned the meeting into a 60-minute executive session to discuss performance of a public employee per RCW 42.30.110(1)(i). No action was taken.

**Motion:** Move to adjourn into executive session.

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

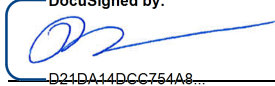
Motion carried unanimously.

The meeting adjourned at 9:48 p.m.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk

*Respectfully prepared and submitted by Kati Diehl*