

POULSBO CITY COUNCIL MEETING OF JULY 13, 2022

MINUTES

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

Staff: City Clerk Fernandez, Assistant City Administrator Booher, Engineer I Roberts, Human Resources Manager Kingery

ABSENT: Councilmember Phillips, Stern

MAJOR BUSINESS ITEMS

- * * * Approval of Council Meeting Minutes for May 18, 2022
- * * * Approval of Council Meeting Minutes for June 8, 2022
- * * * Approval of Council Meeting Minutes for June 15, 2022
- * * * Official Newspaper Contract Award 2022-2024 & Resolution No. 2022-15
- * * * Ordinance No. 2022-09, Repeal of Chapter 3.56 & Abolishment of Police Investigative Fund
- * * * Mesford & Swanson PRV Construction Project Contract Award
- * * * Mesford & Swanson PRV Project Consultant Contract Amendment
- * * * Westside Well Project Update and Consultant Contract Supplement
- * * * Resolution 2022-16, 2022 Revised Salaries and Wages
- * * * Administrative Services Manager Position

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** Lord.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

Alex Carlson said solar panels are a good idea to consider for the Nordic Cottages and shared some technical issues to consider. He suggested a rule for construction to apply solar panels and power storage to commercial construction in the future, given that it needs a certain rooftop/parking lot area threshold. It is a good idea to decentralize power production as well as making sure that the power production is safe for power line workers.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Musgrove said the free concerts Summer Nights by the Bay have started and will continue every Tuesday at 6:30 p.m. through August.

Councilmember Lord said the Summer Nights is a fabulous thing. Everyone needs to visit the website and check out the next concerts coming up. She noted they are doing a picnic basket giveaway as well. There is a survey online for feedback of the concerts being produced.

Councilmember McVey said he is looking forward to talking with Jim Reid for the council retreat scheduled for August 6. His priorities included economic development (former Albertsons store, how much tourism is enough, parking issues, etc.). Backstreet Jelly Roll, one of his favorite bands, performed last night and he enjoyed the concert.

Mayor Erickson met with the Port of Kingston to talk about all things regarding growth and transportation. They are facing huge growth trajectories. Mayor Erickson share her change of thoughts on increasing tourism. What made her pause was how quiet the Fourth of July was. She wondered if we were too involved in tourism, and are we Leavenworth West? And what does that mean for the construction of the troll. Is that the direction we want for Poulsbo? She is not so sure. She is not wedded to the troll idea any longer and thought how nice it has been to not have the third of July. Have we been giving a huge party for everyone but the citizens of Poulsbo? She thinks they need to think about where they are going as a community.

Mayor Erickson said Jim Reid will be contacting the Council in preparation of the retreat.

Mayor Erickson announced the Poulsbo Historical Society's Cod Fish Dinner is Saturday night and reported last night's concert had 550 people in attendance.

a. Department Head Reports

Finance Director Booher said the audit exit conference is finished and our statements are published on the website.

5. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a, b, and c.

The items listed are:

- a. Approval of Council Meeting Minutes for May 18, 2022
- b. Approval of Council Meeting Minutes for June 8, 2022
- c. Approval of Council Meeting Minutes for June 15, 2022

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

6. BUSINESS AGENDA

a. Official Newspaper Contract Award 2022-2024 & Resolution No. 2022-15

Finance Director Booher presented the agenda summary, noting the City did not receive any bid packets in response to the Official Newspaper Contract RFP. The deadline to submit packets expired on June 10, 2022, at 11:00 am. The Seattle Times was contacted and has agreed to extend the term of Official City Newspaper from August 1, 2022 - July 31, 2024. An agreement has been prepared to retain the Seattle Times as the official city newspaper. A resolution has also been prepared to designate the Seattle Times as the official city newspaper.

Motion: Move to approve the contract award for the Official Newspaper for the City of Poulsbo to the Seattle Times and authorize the Mayor to execute the agreement, and move to approve Resolution 2022-15 to designate Seattle Times as the City's official newspaper for the term of August 1, 2022 through July 31, 2024.

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

Discussion: Councilmember Musgrove said he is concerned if we are meeting our expectations of diversity, equity, and inclusion with our current forms of outreach. That includes what use to be the newspaper. We used to always get it in our driveway, and it has evolved over time. He is looking forward to the conversation if they could have it at their workshop.

Motions carried unanimously.

b. Ordinance No. 2022-09, Repeal of Chapter 3.56 & Abolishment of Police Investigative Fund

Finance Director Booher presented the agenda summary, noting that she and Chief of Police recommend an ordinance to repeal Chapter 3.56 of the Poulsbo Municipal Code, which established the Police Investigative Fund. At the request of the Police Department, the investigative fund has been dissolved and the cash turned over to the Finance Department, who will deposit the funds into the City's checking account.

Motion: Move to approve Ordinance No. 2022-09 eliminating the Police Investigative Fund.

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

Discussion: Councilmember McVey confirmed this is strictly a bookkeeping measure. Motion carried unanimously.

c. Mesford & Swanson PRV Construction Project Contract Award

Engineer 1 Roberts presented the agenda summary, noting that bids for the Mesford & Swanson PRV project were opened on June 16th and 3 bids were received ranging from \$659k to \$808k. The Engineer's Estimate was \$593k. McClure and Sons Inc. (MSI) was the lowest responsive bidder with a construction bid of \$659,814.79 and staff recommends awarding the construction contract to MSI. The project has a 2022 CIP budget of \$400k and a budget amendment was anticipated. Based on bids received and costs a budget amendment of \$470k is required. This will come from water reserves and has been reviewed by Assistant City Administrator Booher. This PRV project is very important to improving critical water infrastructure within the City.

Councilmember Lord reported this was reviewed at the Public Works Committee and they recommended approval.

Motion: Move to approve a budget amendment in the amount of \$470,000 to increase the budget capacity for the Mesford & Swanson PRV project.

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

Discussion: Councilmember McVey asked if there is a way when we are building the CIP, that we can work to get closer estimates of what they think they will cost. Civil Engineer Roberts said it was added to the CIP years ago, and they added the Swanson PRV (additional work). They also added additional scope to the project for design to make procurement easier. Councilmember Musgrove said the changes were numerous coupled with increased costs, and the numbers do add up. Councilmember Lord said this was discussed at Public Works Committee, and they were able to get it all hashed out and had their questions answered. Councilmember McVey clarified that he was asking how they can be more accurate in their CIP estimates and make sure they are not way off.

Motion carried unanimously.

Motion: Move to approve the construction contract with McClure and Sons Inc. for the Mesford & Swanson PRV project in the amount of \$659,814.79 and authorize the Mayor to sign the contract on behalf of the City and move to authorize the Mayor to sign change orders up to 10% of the contract value.

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

Motion carried unanimously.

d. Mesford & Swanson PRV Project Consultant Contract Amendment

Engineer 1 Roberts presented the agenda summary, noting that to support construction on the Mesford and Swanson PRV Project, the City asked Gray and Osborne (G&O) to prepare a scope and budget.

G&O designed the project and coordinated with DOH on approval and consistency and support through construction is necessary. The scope includes typical items such as RFI support, submittal support, attending meetings, startup and commissioning, coordinate with DOH, and general construction services. The budget is \$44,330 and is included in the budget for the overall project.

Motion: Move to approve the construction support consultant contract with Gray and Osborne for the Mesford and Swanson PRV project in the amount of \$44,330.00 and authorize the Mayor to sign on behalf of the City.

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

Motion carried unanimously.

e. Westside Well Project Update and Consultant Contract Supplement

Engineer 1 Roberts presented the agenda summary and provided an update on the Westside Well project. He presented a consultant supplement with Gray and Osborne in the amount of \$17,680. The Westside Iron and Manganese Treatment Facility Project is substantially complete and is operational, however there has been a significant delay with the generator and it is not yet available. Engineer 1 Roberts shared current project budget status and projections for remainder of the project. Overall, the project is under budget.

Councilmember Musgrove confirmed this is similar to the Lincoln Well system that cleans up the water. Civil Engineer Roberts agreed the project is similar. Councilmember Musgrove confirmed this was absorbed during their work, and this is not considered a change order. Civil Engineer Roberts said they had a scope and budget, and we needed a lot of work quickly on the electrical to get PSE in there to get the transformer in. He asked Gray & Osborne to take the lead on this, and they incurred costs that need to be covered when closing out the project.

Councilmember Lord said this was discussed at the Public Works Committee.

Motion: Move to approve the consultant contract supplement with Gray and Osborne in the amount of \$17,680 for construction services for the Westside Well Iron and Manganese treatment facility and authorize the mayor to sign the contract on behalf of the City.

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

f. Resolution 2022-16, 2022 Revised Salaries and Wages

Human Resources Manager Kingery presented the agenda summary, noting the 2022 Revised Salary Schedules includes changes to Management: (1) addition of the Administrative Services Manager/City Clerk to Range 23; (2) deletion of the Housing Health & Human Services Director from Range 19 and added to Range 23 and no changes to Elected/Appointed Officials, Teamsters, Poulsbo Police Officers Association, Non-Represented, and Casual Labor.

Mayor Erickson said Human Resources Manager Kingery is the best HR Manager she has ever worked with, but she needs support. There is going to be a collaboration of duties between HR and the City Clerk to provide redundancy. This is also recognition of the incredible work our Housing, Health, and Human Services Director has done.

Councilmember McGinty said this was reviewed at the Finance-Administration Committee and they recommended approval.

Councilmember Lord supports redundancy and people need to be compensated for the extra work. She also knows how hard Director Hendrickson has been working.

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

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

g. Administrative Services Manager Position

Motion: Move to authorize the new position of Administrative Services Manager/City Clerk.

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

7. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported they started out with a discussion on speed policy and the constriction with state law (city-wide studies would be needed to do any changes); new garbage truck approved last year was delivered; striping project for the last month throughout City will be completed this Saturday; sealcoating project is almost complete; briefed on construction cost index (nationally 18.3%, Seattle is 21.8%);

on-going issue for cement acquisition (availability has slowed down projects – larger projects prioritized); the roundabout now exists with a single lane (eventually will be a double lane); update on the systemic safety project (six locations in the City) and due to concrete availability, the Fish Park entrance project contractor was able to get all the concrete and will do the project all at one time, instead of two phases (the driveway is closed right now for the park).

Community Services Committee: Councilmember McVey reported they were updated on the grading/inspection of all facilities/parks; updated on the PERC (still working on the feasibility study and proposing to do it in phases); discussed the troll project (will be on the agenda for the August 3 meeting – if we are not moving forward, Park & Rec Director Schoonmaker would like to let the contractor know); updated on revenues for the department (114% for the year) and they will be requesting an additional \$11K for casual labor to support administrative staff.

Councilmember Livdahl added the boardwalk needs to be repaired within the next five years. The cost to repair is \$775K, and full replacement would \$3.7MM. Councilmember Lord supports the casual labor request and she said if they lose the boardwalk, they can never put it back. She feels the funding for the troll could be better used for other much needed projects. She asked if the PERC is done in phases, if it could be funded in phases (past discussions included the formation of a metropolitan parks district in the past). Councilmember McVey said PERC funding wasn't discussed at the meeting.

Mayor Erickson said they have two events coming: 1) Bringing Hope to 360 (Waterfront Park concert) and 2) West Coast Estonian Days at Raab Park.

8. BOARD/COMMISSION REPORTS

Mayor Erickson said tomorrow at PSRC they will award \$180 million for highway dollars and \$93 million for transit funding.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Musgrove hopes to see people at the concerts coming up, and reminded everyone to be kind, caring, and considerate.

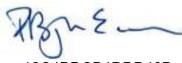
Councilmember McVey thanked Alex for his comments earlier in the meeting for solar energy.

11. ADJOURNMENT

Motion: Move to adjourn at 8:13 p.m.,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk