

POULSBO CITY COUNCIL WORKSHOP SPECIAL MEETING OF NOVEMBER 9, 2022

MINUTES

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

Staff: Administrative Services Manager/City Clerk Fernandez; Assistant City Administrator Booher; Senior Budget Accountant Ellington; Special Events Coordinator Wilson; Health, Housing and Human Services Director Hendrickson; Public Works Superintendent Lund, Civil Engineer Roberts, Public Works Director Lenius

ABSENT: Councilmember Phillips

WORKSHOP ITEMS

- * * * Special Event Applications in November & December 2022
- * * * CIP Presentation
- * * * Council Goals Continued Discussion

MAJOR BUSINESS ITEMS

- * * * ARPA Agreement with Fishline for Mental Health Counseling – Request for 2023
- * * * BA #22-0406 Marine Patrol Boating Program
- * * * SWAT ILA
- * * * Play for All Grants & Consultant Contracts
- * * * Authorize Disposal of Surplus Goods
- * * * Approval of Council Meeting Minutes of October 5, 2022
- * * * Resolution No. 2022-17, Land Use Fee Schedule Update
- * * * Resolution No. 2022-18, Engineering Fee Schedule Update
- * * * Public Hearing on the 2023-24 Budget
- * * * Set Property Tax Levy

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 5:00 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** Lord.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

Bill Austin said he likes the Sophie Building and the mural on the side by Stefan. He has spoken to Stefan about designing a concrete troll near the Home Depot. He also talked about buying Mr. Glen Anderson's property and turning it into a green space. When the upgrade is done, he would like it turned into a one-way street, with a serpentine flow and raised crosswalks.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember McVey said Mr. Austin will be featured on KOMO news tonight as part of Eric's Heroes. He congratulated Bill and thanked him for what he has done in 50 years.

Councilmember McGinty congratulated Bill.

Councilmember Stern got a copy of the book about Bill. He noted he attended the Good Neighbors lunch at the Suquamish Tribe along with other councilmembers.

Councilmember Lord said the Good Neighbors lunch had breakout sessions after the lunch that were really useful.

Councilmember Livdahl agreed the luncheon was great and shared about the breakout sessions.

Councilmember Musgrove agreed with the others' comments. The Suquamish people were wonderful hosts and very gracious. He learned about their concerns and their culture. It was great to visit with our neighbors again. He attended the WWU Poulsbo SBDC Cyber Security class at Olympic College. He attended the Salmon Tours event; it was well handled.

Mayor Erickson said she was sorry she couldn't attend the Tribe's event, she had to attend the Puget Sound Regional Council meeting to discuss the bi-partisan infrastructure law (\$1.9BB), and the allocation that is coming into our region and how they will split up the funds.

Daffodil Days is Saturday at 9:00 a.m. in the City Hall parking garage. On Friday at 11:00 a.m., there is a ceremony at the Veteran's Memorial. On Sunday she is attending Miss Poulsbo.

a. Department Head Comments

Public Works Director Lenius said they will start installation of the concrete panels on the retaining wall tomorrow for the Johnson Parkway project.

5. WORKSHOP AGENDA

a. Special Event Applications in November & December 2022

Special Events Coordinator Wilson presented special events applications for November/December, including Poulsbo Tree Lighting, Viking Bonfire – Julefest, Poulsbo Fire Neighborhood Santa Tours, and Tuba Christmas.

Mayor Erickson said there will be a procession, and they have been contacted about adding a Krampus. She asked the Council if they would support this addition to the procession.

Councilmember Musgrove asked for cultural education, and no crying children.

Councilmember Lord said she looked up images online, and this could be scary, she doesn't support it.

Councilmember Livdahl said there hasn't been enough warning, and it will be like Halloween invading Christmas. It isn't fun to see kids scared.

Councilmember Musgrove asked if they could see what they are proposing.

Mayor Erickson said she will invite them to come in costume.

Special Event Coordinator Wilson said they can do some story telling before the event so it can be a public notice to expect it, so they won't be so surprised.

b. CIP Presentation

Assistant City Administrator Booher, along with Public Works Superintendent Lund, Recreation Programmers Cornette and Goodfellow, Public Works Director Lenius, Utility Engineer Roberts, presented the 2023-2027 City Improvement Plan. Presentation highlights included:

- 2023-24 Capital Plan – Not on the City's Improvement Plant (CIP)
 - 2023 Planned Purchases
 - Engineering New Vehicle Replacing 1998 truck (\$40,000)
 - IT – New Back-up Server (\$16,500)
 - Public Works Streets Boom Truck \$150,000
 - Public Works – Multiple – Gator \$3,000
 - Public Works – Parks Replacement Pick-up Truck \$45,000
 - 2024 Planned Purchases
 - Public Works Various – Dump Truck \$45,000

- Growth Improvement Program
 - Growth Management Act – 1990
 - Capital Facilities Element
 - Focus on Capital Budget from 2023-24
- City Improvement Program
 - Complete CIP is included with the Preliminary Budget
- Public Works – General Projects Municipal Facilities
 - PW Relocation – timeline and phases.
 - Budget & Schedule
- Parks
 - Parks projects in progress
 - P&R building repairs
 - Waterfront Boardwalk repairs
 - Poulsbo Event and Recreation Center – Feasibility Study
 - Raab Park Play for All – Design
 - 2023 CIP Park Projects
 - Play for All @ Raab Park
 - Rotary Morrow Community Park
 - Muriel Iverson Williams Waterfront Park
 - PERC
 - Raab Park Caretaker
 - 2024 and beyond CIP Projects.
 - 2024
 - PERC - Construction
 - Poulsbo Skate Park – Design
 - Waterfront Boardwalk
 - Nelson Park Roof
 - 2025/2026
 - Lions Park Restroom Replacement
 - Poulsbo Skate Park Construction
 - Rotary Morrow Community Park – Phase 3
 - Urban Paths & Trails
 - West Poulsbo Waterfront Park - Design
 - 2027/2028
 - Edwards Park
 - West Poulsbo Waterfront Park - Construction
 - Discussion was held on the parks reserve fund. Using grants and volunteerism won't sustain what is needed in the parks. Mayor Erickson has a future presentation for creating a dedicated funding source for the parks.
- Transportation Program
 - Transportation Projects in Progress
 - Johnson Parkway
 - Systemic Safety Improvement Project

- Local Neighborhood Road Maintenance Program
 - ADA Curb Ramp Upgrades
 - Noll Road Improvements – Phase 3A & B
- Local Neighborhood Road Maintenance Program
- Stormwater Utility
 - Glenn Haven Storm Drain Replacement
 - West Poulsbo Waterfront Park
 - 8th Ave Culvert – pursuing grant funding
 - Johnson Road – Bjorgen Culvert, Stream 1, etc.
- Water Utility
 - Mesford/Swanson PRV Project – construction starting November 2022
 - Westside Well Iron and Manganese Treatment Plant
 - Raab Park Tank Replacement – Design
 - Caldart Water Main Replacement – considering completing with Raab Tank project
 - Noll Road Water Improvements
 - General Water Plan
- Sewer Utility
 - Poulsbo Projects
 - General Sewer Plan – DOE reviewing draft
 - Johnson to Norum Pipeline Upgrade – City led Design effort
 - Marine Science Center pump station generator replacement
 - Noll Road Sewer Improvements
 - Kitsap County Projects
 - Bangor/Keyport Forcemain replacement
 - Staff Trailer Replacement
 - Diffuser Replacement
 - County Sewer Utility Plan
 - Central Kitsap Treatment Plant (CKTP) – Solids and Liquid Hauled Waste Upgrades

At 6:48 p.m., Mayor Erickson recessed the meeting for a break.

At 7:16 p.m., Mayor Erickson reconvened the meeting.

c. Council Goals Continued Discussion

Mayor Erickson and City Clerk/Administrative Services Manager Fernandez introduced Council Goals feedback received from Councilmembers Lord and Musgrove.

Discussion was held on the goals: goal one was slightly reworded, removed goal two, kept goal 3 and need to add objectives; goal four need revised objectives dates; removed objective 3 to goal 5; reworded goal 6 to avoid confusion; added new goal

7 with some revisions; and Councilmember Musgrove will reword goal 8 and review it at a future meeting.

6. **CONSENT AGENDA**

The items listed are:

- a. ARPA Agreement with Fishline for Mental Health Counseling – Request for 2023 Extension
- b. BA #22-0406 Marine Patrol Boating Program
- c. SWAT ILA
- d. Play for All Grants & Consultant Contracts
- e. Authorize Disposal of Surplus Goods
- f. Approval of Council Meeting Minutes of October 5, 2022
- g. Resolution No. 2022-17, Land Use Fee Schedule Update
- h. Resolution No. 2022-18, Engineering Fee Schedule Update

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

7. **BUSINESS AGENDA**

a. **Public Hearing for the 2023-24 Budget**

Assistant City Administrator Booher gave the 2023-2024 preliminary budget presentation. Highlights included:

- Budget process (transmittal letter, process narrative, and calendar)
- Financial Plan: org chart, fund structures, revenues and expenditures, staffing levels, goals and objectives
- General Fund: revenues and narratives, dept line item details
- Special Revenue Funds: Balanced Funds which have more than 20% restricted revenues (i.e) - Street Operations, Lodging Tax, Impact Fees, Affordable Housing, REET
- Debt service fund
- Capital Project funds: Balanced Funds accounting for capital improvements and equipment for governmental purpose - Transportation Projects, Park Projects, General Government Facilities improvements, Equipment
- Proprietary Funds: Balanced Funds accounting for business type activity - Revenues support expenses and future capital improvements, Water, Sewer, Solid Waste, Storm Drain
- Baseline adjustment requests
- New program requests

- Salary & Wages
- City Improvement Plan
- Preliminary Budget – Final Budget
 - Very little financial changes since Proposed Preliminary/Mayor's Budget
 - Final will be updated with wage & benefit updates
 - Updated contractual or cost projections
 - BARS and NPRS will be included
 - Council Workshop to determine funding – Column Approach
 - Updated capital projects

At 8:36 p.m., Deputy Mayor McGinty opened the public hearing. No comments were received.

Motion: Move to continue the Public Hearing on Wednesday, November 16, 2022, in the Poulsbo City Council Chambers.

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

Motion carried unanimously.

b. Ordinance No. 2022-15, Set Property Tax Levy

Assistant City Administrator Booher presented a draft Ordinance to levy the City of Poulsbo's 2023 general taxes.

Motion: Move to approve Ordinance No. 2022-15, an ordinance of the City of Poulsbo Washington levying the general taxes for the City of Poulsbo for the fiscal year commencing on January 1, 2023, on all property, both real and personal, in said city which is subject to taxation for the purpose of providing sufficient revenue to carry on the several departments of said city of the ensuing year as required by law and approving an ordinance summary for publication.

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

Motion carried unanimously.

8. BOARD & COMMISSION REPORTS

No reports.

9. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert spoke regarding the diversity and equity goal and provided language to preserve the intent and makes it broader. The goal without an objective regarding the youth could be added to the diversity and inclusion goal. He recommended working on what inclusion means to the council. They need to come up with a common definition.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Stern said regarding the DEI component, the best way to harness this is through the comp plan process.

Councilmember Lord said yesterday's national voting process was a great exercise in democracy.

Councilmember Livdahl shared info about a company called Ridwell, who provides specialized recycling service. In order for them to serve Poulsbo, we need enough people to express interest in their services.

11. ADJOURNMENT

Motion: Move to adjourn at 8:48 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk