

POULSBO CITY COUNCIL MEETING OF JANUARY 4, 2023

MINUTES

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

Staff: Administrative Services Manager/City Clerk Fernandez, Assistant City Administrator Booher, Housing, Health & Human Services Director Hendrickson, Public Works Director Lenius, Public Works Superintendent Lund

WORKSHOP ITEMS

- * * * Questions/Concerns of the Council
- * * * Agreement with AMFM Healthcare to Provide Staffing for CARES
- * * * ARPA Agreement with AMFM to Provide Staffing for Poulsbo Fire CARES
- * * * Transportation Benefit District (TBD) 0.1% Sales Tax Ordinance
- * * * Contract with Kitsap County for 2023 Public Defense Services

- * * * Council Liaisons

MAJOR BUSINESS ITEMS

- * * * Amendment to Agreement with Coates Design
- * * * Budget Amendment to Support Central Kitsap Fire & Rescue CARES
- * * * Marine Science Center Generator Consultant Contract

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

Councilmember McVey asked to move consent agenda item 6a to the business agenda.

Councilmember Stern expressed wanting to start business meetings at 7:00 p.m. Mayor Erickson said that was discussed before, and if they set a time, they may be sitting around for an hour. Discussion was held, and they agreed moving up to the dais when it is the business portion of the meeting, Council meetings start at 5:00 p.m., adding a separator on the agenda to delineate the two portions of the meeting, and taking a break in between the two portions of the meeting.

Motion: Move to approve the agenda as amended.

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

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

Carolynn Zimmers commented on the PERC and the ILA on the agenda tonight and costs, and questioned how the plan for the PERC changed from an event center to two soccer fields.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Musgrove said he is looking forward to improvements they can make to the town this year.

Councilmember McGinty said he is looking forward to another exciting year on the Council.

Councilmember Stern reported he will be out of the country for rest of month. He encouraged the Council to attend the Martin Luther King Day event in Bremerton, and he suggested the Council adopt a resolution denouncing antisemitism.

Councilmember Lord gave a shout out to Mike Lund and his crew during the brutal week of snow and ice.

Councilmember Livdahl clarified the Council is not voting on any agreement for the PERC at this meeting, and it isn't on the extended agenda either. She noted an individual was holding up a hateful homophobic sign on Front Street, and she realizes freedom of speech is protected, so she went on record that she finds that abhorrent and deplorable, and asked members of the community to go out of their way to make those who identify LGBTQ+ feel safe here.

Councilmember McVey thanked everyone for understanding his absence due to health issues the last few weeks. He said PERC stands for Poulsbo Event and Recreation Center and what was presented as soccer fields is Phase 1, and we need more land in order to do additional phases of the project. There is still more work to do there. There is no interlocal agreement on tonight's agenda.

a. Department Head Reports

Public Works Superintendent Lund gave an update on the 2022 snowstorm.

Public Works Director Lenius shared a report on the number of building permits issued and the valuation of the permits.

Mayor Erickson reported on another subdivision called the Plateau off of Viking Avenue up by Johnson Creek, and she attended the community meeting on December 28. The

developers did a good job explaining the subdivision. The audience asked good questions about access and protection of Johnson Creek.

5. WORKSHOP AGENDA

a. Questions/Concerns of the Council

Councilmember Livdahl said she didn't see anything on the extended agenda for the formation of the task force for the parking study. Mayor Erickson said she was envisioning commissioning the study first, and then have the task force. Councilmember Livdahl said they may want to form the task force first, to define what should be studied by the consultant.

Councilmember Stern expressed concern about pedestrian safety at the four-way intersection of Iverson and Jensen. He asked about researching creative solutions.

Councilmember Musgrove said they would get regular reports from organizations for contracts with what they have been doing and asked if a list is coming forward of who is coming when (for the workshop). He also had some wording for the agenda for the two sections, which he will give to the Clerk.

Councilmember Phillips said it would be good to have quarterly updates from Police, Fire, Courts, Parks & Rec (stats/milestones). He also asked what was going on with the artwork at the roundabout. Public Works Director Lenius gave an update and said she hopes to have the artwork installed in April and gave an update on the retaining wall installation issue (working with WSDOT to make sure the repairs meet their requirements).

Councilmember McVey commented on citizen complaints about their decision to raise the rental amounts for the outdoor streateries. He reminded people they were forced to raise their fees by the Department of Revenue to get closer to market rates.

b. Agreement with AMFM Healthcare to Provide Staffing for CARES

Housing, Health & Human Services Director Hendrickson presented the agenda summary and agreement, noting that the City of Poulsbo will be partnering with Poulsbo Fire and Central Kitsap Fire & Rescue, in 2023, to operate the Poulsbo Fire CARES program and the Central Kitsap Fire CARES Program. The City employs two Community Support Specialists to work on these CARES teams, but increased staffing is needed.

Director Hendrickson recommends a new partnership with AMFM Healthcare to provide staff that will be utilized by both programs. The presented agreement will

authorize AMFM to provide a Community Support Specialist to both teams and a Geriatric Specialist that will accept referrals from the Poulsbo CARES team. AMFM will be responsible for the training and supervision of these positions. Funds for these positions are derived from City grants and ARPA funds designated for behavioral health services (see related workshop agenda item c).

Councilmember McVey asked if AMFM works currently with any other municipalities, and since the employees are based in Seattle, do they foresee them being based on the peninsula or working from home.

Angelina from AMFM said they are across multiple states and have had similar partnerships. This is their first working with a CARES team. They are contracting with Fishline, and that is working out very well. They have an application program in Seattle, but they are looking to expand in Kitsap. They do have individuals in Kitsap and would look to have someone local to staff the position.

Councilmember Lord said she is happy they have professional resources to assist with this. She thinks this will serve the CARES programs very well.

Councilmember Musgrove said this sounds like a great way to bolster the Fire CARES program. He asked if this would affect the other CARES programs, and is there an opportunity to cross pollinate the other programs.

Housing, Health & Human Services Director Hendrickson said the vision of working with AMFM will provide staffing for the CK Fire Cares and Poulsbo CARES programs. As these programs grow and staffing needs increase, she doesn't have the capacity or skillset to properly supervise all of these employees. She is excited to bring in someone like Angelina who has a clinical program and a successful agency to help supervise the additional staff and provide them proper staffing.

The Council recommended adding this to the January 11 consent agenda.

c. ARPA Agreement with AMFM to Provide Staffing for Poulsbo Fire CARES

Housing, Health & Human Services Director Hendrickson presented the agenda summary and design contract, noting The City of Poulsbo will be partnering with Poulsbo Fire and Central Kitsap Fire & Rescue in 2023 to operate the Poulsbo Fire CARES and the CK Fire CARES programs. The City employs two Community Support

Specialists to work on these CARES teams, but increased staffing is needed. Director Hendrickson recommends a new partnership with AMFM Healthcare to provide staff that will be utilized by both programs. An agreement with AMFM to provide staffing was presented to Council as the prior agenda item. In 2021, City Council approved the use of \$50,000 in American Rescue Act Funds for behavioral health services provided by the Olympic Peninsula Community Clinic (OPCC). Some of these funds were utilized by this agency in 2022, but, at the close of the year, \$34,746 remains unused. The ARPA Contract with OPCC ended on December 31, 2022.

Council was asked to consider redirecting \$34,000 in ARPA funding to AMFM Healthcare to provide staffing to Fire CARES Program. While AMFM will provide staff to both Poulsbo Fire and Central Kitsap Fire Programs, ARPA funds will only be used for the Poulsbo CARES Program.

The Council recommended adding the AMFM ARPA Agreement to the January 11 consent agenda.

d. Transportation Benefit District (TBD) 0.1% Sales Tax Ordinance

Assistant City Administrator Booher presented the agenda summary, noting a discussion at the January 4, 2023, Council workshop, during which legal authority was granted through legislative action for 1/10th percent (.1%) of sales tax to be approved with Council Authority. The funds would fall under the Transportation Benefit District to be used for maintenance and improvements to the City's transportation infrastructure. Funds would be separately tracked through the Special Revenue Fund established to account for TBD funds. The tax would be in place for 10 years and then need to be renewed or eliminated. The increase to sales tax within the City boundaries would be generated by those using City roads and shopping within the City limits. Revenue generated would be approximately \$500,000 per year to support the growing needs for road improvements which have been challenged due to property tax growth limitations.

Councilmember Lord asked if it addressed PMC 3.90.055. Assistant City Administrator Booher said this was intended to support not only capital, but the state law requires it be strictly for transportation, and the City Attorney prepared the ordinances. She added since this is a tax regulated by state law, it is considered a special revenue, so it will be tracked separately and audited for what it is being used for.

Councilmember Lord noted the renewal/expiration of this in ten years, and it having a clause in section b (renewed by affirmative vote of voters at an election or a majority vote of the city council), it has an alternate way to continue it. Assistant City Administrator Booher said she interpreted it as OR for the governing body. Mayor Erickson said she feels these laws are written broadly to provide flexibility.

Mayor Erickson said this will be on next week's business agenda.

e. Contract with Kitsap County for 2023 Public Defense Services

City Clerk/Administrative Services Manager Fernandez presented the contract and noted that the City has contracted for Public Defender Services with Kitsap County since August 1, 2021. The contract term is January 1, 2023, through December 31, 2023. No other changes have been made to the contract; the 2023 rate remains the same as the 2022 rate.

The Council recommended moving the contract to the January 11 consent agenda for approval.

f. Council Liaisons

City Clerk/Administrative Services Manager Fernandez presented a list of City Council Liaisons, noting that at the 12/21/2022 Council Workshop, it was suggested that the Council Committee Liaisons need to be redistributed with the continuance of the Council workshops in lieu of Council committees.

Councilmember McVey said he wanted to start by not assuming they need all of these liaisons. He asked if we really needed a councilmember to be a liaison with the Tree Board or Trail Committee. He assumed if you were a liaison you would attend the meetings. He wanted to know what the expectations are.

Councilmember Lord agreed. They get regular minutes from these boards and commissions, but she sees no reason for a councilmember to attend a tree board or parks commission meeting monthly.

Councilmember Musgrove agreed they should re-assess this list for applicability. And some of these boards should come here to present to the Council (convert to seeing them quarterly instead of going out to them).

Councilmember Livdahl said the meetings that are internal don't really need a liaison. Staff can provide updates. She said the Chamber and HDPa liaison are important, and she would like to continue on those. Mayor Erickson said the Port, Chamber, and NKSD are also important.

Mayor Erickson said the Clerk will circulate the list and bring it back at a future meeting.

6. CONSENT AGENDA

Motion: Move to approve agenda items 6b through 6c as presented.

The items listed are:

- ~~a. Amendment to Agreement with Coates Design~~
- b.** Budget Amendment to Support Central Kitsap Fire & Rescue CARES
- c.** Marine Science Center Generator Consultant Contract

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

7. BUSINESS AGENDA

a. Amended to the Agreement with Coates Design

Councilmember McVey said he didn't recall during the previous discussion that the contract amount increased by \$100,000. He knows some of the neighborhood meetings led us to redesign the size and number of the units, but this tripled in cost. He asked for more background and reassurance they won't go over \$150,000.

Housing, Health & Human Services Director Hendrickson said this is the first time she has put together an RFP for an architect bid for affordable housing. She apologized for an artificially low amount to begin with. One of the increases came from having a site plan designed and then changing our mind on the design. In addition, these things were outside of the original scope: submitting drawings with the Planning Department are different than drawings that go out for public bid (much more time consuming). We did not ask for civil engineering services, and she has learned since how important it is to have these services, but it wasn't in the original scope. We are expecting Coates to provide structural engineering services, which wasn't in the scope either. We have some mention about providing minor landscaping details, but there is a clear need to have a landscaping plan. And finally, we need detailed interior design. She takes primary responsibility in not knowing what to ask for in the initial RFP. They have it in writing not to exceed \$150,000.

Councilmember McVey says our engineering department does these things all the time and asked if there was interplay between these departments. Mayor Erickson said there wasn't enough, and this has been a huge learning curve for everyone. She hopes it will stay at \$150,000, but she cannot guarantee that, as we have not been down this road before.

Councilmember Musgrove asked the current status of the 1406 fund, and the typical revenue generated into that fund per year. Housing, Health & Human Services Director Hendrickson said it collects \$35,000 per year, so they are looking to pay this with the local affordable housing sales tax funds (1/10th of 1 percent sales tax totaling \$510,000 per year).

Councilmember Lord asked if Coates Design will be doing both the drawings to the application to the PED and subsequent drawings for the bid package. Housing, Health & Human Services Director Hendrickson said Coates will be involved with both sets of drawings. Councilmember Lord asked that these drawings be run by the Engineering and Building Departments. Housing, Health & Human Services Director Hendrickson said they have had two pre-app conferences (even though only one is needed) with PED to make sure we are in synch with the expectations. At this point, they are aware of what is required. Councilmember Lord said she hasn't seen the environmental checklist circulated yet either. There are a lot of parts and pieces.

Mayor Erickson said they had to go back to scratch, and that drove up the costs. Councilmember Lord understood that but wants to make sure they clear their drawings through all our departments. Housing, Health & Human Services Director Hendrickson said this is why they did two pre-application meetings. This meeting is being driven by Housing Kitsap; they are working with Coates to make sure we are meeting the City's expectations. She would be happy to share the findings from the Planning & Engineering on the second pre-app meeting. Councilmember Lord would be interested in seeing that. She wants to ensure we don't have to re-invent the wheel and must redo anything.

Councilmember Livdahl said they talked about wanting this to be a model, this should be the most intensive portion to create something. And we still have the previous plans if another property is suitable for other uses.

Councilmember McGinty asked if this is going to be a package that is going to be put out to bid. Housing, Health & Human Services Director Hendrickson said that is correct.

Motion: Move to approve contract amendment with Coates Design increasing maximum compensation from \$50,000 to \$150,000.

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

Discussion: McVey said while Housing Kitsap may be driving the bus, the City is paying the check. They are a little nervous, and this is the first time for all of them on a project like this.

Motion carried unanimously.

8. BOARD/COMMISSION REPORTS

Councilmember Stern reported Kitsap Transit met yesterday morning, and noted Mayor Erickson is now serving as chair. They are discussing building a Park & Ride near the Johnson Roundabout but dealing with a lot more federal stipulations and they must look at property acquisition. And pending in the legislature is HB-1099, mandating housing in relation to transit. Mayor Erickson said they set the goals for the coming year, and they need to get Sunday service back in some capacity. She said it will be interesting what will happen with the missing middle and how it ties to transit.

Mayor Erickson said the Health District is reformulating with one county commissioner, the mayors, and community members. They had a report from the State Auditor's Office about IT and security risks.

9. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert echoed thanks to Public Works for their work during the snowstorm. He also heard concerns about the new development. It is close to the property they bought for a future school. They are planning for the growth.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Musgrove asked everyone to be nice to each other and enjoy the new year.

11. ADJOURNMENT

Motion: Move to adjourn at 7:01 p.m.,

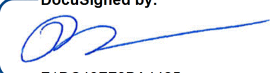
Action: Approve, **Moved by** McVey, **Seconded by** Lord.

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk