

## POULSBO CITY COUNCIL MEETING OF MARCH 15, 2023

### MINUTES

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

**Staff:** City Clerk Fernandez, Assistant City Administrator Booher, Housing, Health & Human Services Director Hendrickson, Public Works Director Lenius, City Engineer Ranes, Senior Planner Coleman, Police Chief Harding, Human Resources Manager Kingery, IT Manager Williamson

**ABSENT:** Councilmember Phillips

### MAJOR BUSINESS ITEMS

- \* \* \* Senior CARES Program Budget Request
- \* \* \* Engineering Department Vehicle Repairs Budget Amendment
- \* \* \* Transportation Functional Plan Update Consultant Contract
- \* \* \* Public Hearing: 2023 Housekeeping Code Amendments

### WORKSHOP ITEMS

- \* \* \* Legislative Update
- \* \* \* New Position: Designation for Police Administrative Services
- \* \* \* Salary & Wages Resolution
- \* \* \* IT Department: Network Security Update
- \* \* \* Western Washington University Update
- \* \* \* Kitsap Economic Development Alliance Update
- \* \* \* Continued Questions/Concerns of the Council
- \* \* \* Future Agenda Items Discussion

### 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** McGinty, **Seconded by** Livdahl.  
Motion carried unanimously.

### 3. COMMENTS FROM CITIZENS

Charlie Thompson introduced himself as the new Executive Director of Fishline and gave a quick update on Fishline.

Carolynn Zimmers said Mayor Erickson made misstatements for the pursuit bill 503 and Representative Simmons' voting record and her negative vote on a procedural vote.

Pam Keeley spoke against the new format of the council meetings and spoke against the City giving the old public works buildings to Coffee Oasis (a religious group) and the Poulsbo Farmers Market. She would prefer the properties be leased.

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

Councilmember Lord noted the free concert by the Poulsbo Community Orchestra this Saturday.

Councilmember McVey reminded everyone about the information session for people wanting to become an elected official on Saturday, March 25, 2023.

Councilmember Musgrove said if you are looking for volunteer opportunities, Parks & Recreation has many opportunities to for those who want to volunteer in our parks.

Councilmember Stern spoke regarding tonight's higher education presentations and our partnerships with Olympic College and Western Washington University and shared a Seattle Times article regarding higher education enrollment rates plunging during the pandemic.

Mayor Erickson said the health survey with John Hopkins is starting and will require a lot of work. She shared her research on carbon credits (WA State sold over \$300mm of carbon credits) and there is an important conversation going on at PSRC for charging for miles traveled, and selling carbon credits could be an alternative. She said there is more drug use and panhandling occurring, and they are looking to create a program to educate people to give money to local charities that can help people with drug addiction.

#### **5. CONSENT AGENDA**

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

The items listed are:

- a.** Senior CARES Program Budget Request (Hendrickson)
- b.** Engineering Department Vehicle Repairs Budget Amendment (Lenius)
- c.** Transportation Functional Plan Update Consultant Contract (Ranes)

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

## 6. BUSINESS AGENDA

### a. Boards & Commissions

Mayor Erickson presented the following applications and requested concurrence.

- Parks and Recreation Commission (term expiring 12/31/2025): Stefan Keel
- Tree Board (term expiring 12/31/2025): Jeff Philip

Councilmember McVey thanked the two appointees for stepping and serving the community.

**Motion:** Move to concur with the Mayor's recommendations for appointments as presented.

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

Motion carried unanimously.

### b. Public Hearing: 2023 Housekeeping Code Amendments

Senior Planner Coleman presented the respective Staff Report with Exhibit A, Proposed Land Use Housekeeping Code Amendments, noting that the proposed amendments to the Poulsbo Municipal Code (PMC) are part of the Planning and Economic Development Departments on-going effort to make land use regulations more usable for residents, developers, and City staff by correcting errors, eliminating text ambiguities, codifying internal policies, and reflecting changes in state law. The proposed amendments do not involve significant changes to the code.

Amendments are included for the following PMC Chapters: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130, Landscaping; 18.140, Off-Street Parking; 18.180, Tree Retention; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.40, Application Review Procedures; 19.60, Neighborhood Meetings.

At 5:21 p.m., Mayor Erickson opened the public hearing.

Mike Regis spoke against amending existing 19.60.010 code.

At 5:24 p.m., Mayor Erickson closed the public hearing.

Councilmember McGinty had one question about the exception for Housing Authority and what the rationale was. Senior Planner Coleman said she was unclear about the confusion on the Neighborhood Meeting portion, the purpose section isn't being amended and is not included in the language provided. They have a comment up top that says the full code can be found online. They are adding additional requirements for neighborhood meetings, so more information is being provided to the public, and they are adding the requirement that Housing Authorities must have a neighborhood meeting and they still must go through the City Council public hearing process.

Councilmember McGinty questioned the language that says, "required for the following" and it says "Exception for Housing Authority." Senior Planner Coleman said under 3.10.050 it is titled "Exceptions for Housing Authorities," so she used the exact language. It is that part of the code that allows exceptions for housing authorities. If you are applying under that part, you must have a neighborhood meeting.

Councilmember Lord said it looked like neighborhood meetings were not to be held by housing authority applications. Senior Planner Coleman said section 18.310.050 is titled "Exceptions for Housing Authority" and it is an application type and refers to Title 19 for the process. She said neighborhood meetings are required.

Councilmember Musgrove asked if they can change the confusing phrasing. Senior Planner Coleman said they can amend the language.

Councilmember McVey asked if there were any other issues Mr. Regis brought up that they want to address. Senior Planner Coleman said his other concern was removal of the purpose section of neighborhood meeting, but that is not being proposed. It wasn't provided in the document, because it wasn't necessary for this amendment, and they are not proposing any other amendments for the neighborhood meeting section, nor are they proposing to remove the purpose statement.

Councilmember Lord pointed out Type 3 applications which would cover applications for the housing authority. She wanted to re-iterate they require a pre-application process before the application is submitted to the City. Senior Planner Coleman confirmed that is correct. Councilmember Lord said neighborhood meetings are just one piece of that process.

**Motion:** Move to approve Application No. P-12-22-22-01, the 2023 Land Use Housekeeping Code Amendments, as set forth in Exhibit A to the March 9, 2023, Staff Report as amended.

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

Mayor Erickson recessed the meeting for at break at 5:34 p.m.

Mayor Erickson reconvened the meeting at 5:42 p.m.

## **7. WORKSHOP AGENDA**

### **a. Department Head Comments**

Parks & Recreation Director Ozimek shared they received a small grant from the Poulsbo Garden Club to build composting bins; there is a Sunday work party at Poulsbo Fish Park 1-4pm; and the Fairytale Family Formal is this Saturday with 200 registered dancers.

### **b. Questions and Concerns of the Council**

Councilmember Musgrove said he doesn't understand why the legislature's jaws aren't dropping with what is being proposed. For the City of Poulsbo, it is destruction of history and culture. He asked a technical question about the wording/terms on the CARES consent agenda item that asked for acknowledgment of the use of the Mayor's discretionary funds. He asked why coverage for these expenses were not be a budget amendment, and said they are aware of the Mayor's discretion to use her budget to split the bill, but questioned what the purpose of the Council's acceptance of the Mayor spending her discretionary funding. He asked if there is a requirement and does it imply council policy in one way or another.

### **c. Board, Commission & Outside Agency Reports**

None.

### **d. Legislative Update**

City of Poulsbo's Lobbyist, Bryan McConaughy and AWC's Government Relations Deputy Director Carl Schroeder provided an update on the current legislation session.

### **e. New Position: Designation for Police Administrative Services**

Chief Harding presented the job description for a Senior Police Administrative Specialist, noting the Police Department currently has (3) FTE in their Administrative Services section (one Administrative Services Manager and two Police Administrative Specialist positions). The Police Department is requesting that a Senior Police Administrative Specialist position be created and one of our existing Police Administrative Specialists would then be promoted into that position. This would not add any FTE, they would remain at three as currently authorized. The creation of this position is necessary to fill an operational need to have an experienced and established staff member designated backup to the Administrative Services Manager. This position will formally establish the additional duties and responsibilities taken on in a lead role.

Councilmember Stern asked if this would move forward to the consent agenda. Assistant City Administrator Booher said if was approved, it would be incorporated with all the salary and wage changes in a future budget amendment later in the year.

Councilmember McVey understands the need for redundancy. He asked if the Mayor and Assistant City Administrator Booher supported this amendment request. Mayor Erickson said they are in support of the request.

Councilmember Lord said it make sense to utilize existing talent and retain them.

Council concurred with the new designation and including it in a future salary and wage budget amendment.

**f. Salary & Wages Resolution**

Human Resources Manager Kingery presented Resolution 2023-02, 2023 Revised Salaries and wages, adopting 2023 salary schedules for Teamsters, Police Officers, Management, Non-Represented Hourly Employees, Elected/Appointed Officials, and Casual Labor in the following ways:

Management: No changes.

Teamsters: Addition of the Senior Police Administrative Specialist position to Range 9.

Non-Represented: Deletion of "Eng" from the Office Clerk I classification on Range 15.

Human Resources Manager Kingery recommends forwarding of the Revised 2023 Salaries and Wages Resolution to the City Council Consent Agenda on April 5, 2023.

The Council concurred with moving the resolution to the next Council consent agenda.

**g. IT Department: Network Security Update**

IT Manager Williamson and Mike Hamilton presented an IT Department Update, noting the need for a Network Security Update to include the following elements:

- Installation of Dual Firewalls and Redundant Internet Circuits
- Internet Firewall
- Email Phishing Simulator
- Email Filter and Malware Detection
- Multi Factor Authentication
- PISCES Cyber Monitoring Program

**h. Western Washington University Update**

Western Washington University's Vice Provost Robert Squires and Senior Director Holly Hill, Olympic College's Director Mychal Walz, and Director of Cybersecurity Program Erik Fretheim gave a PowerPoint presentation to update City Council on the 2+2 programs, experiences in the cybersecurity program, other aspects of Western's current work, and the status of the Western on the Peninsula's proposal to expand its 2+2 programs.

**i. Kitsap Economic Development Alliance (KEDA) Update**

KEDA Executive Director Joe Morrison provided a quarterly update, noting in the last seven months they have worked with 66 employers to retain or expand businesses, helped 15 startups, engaged a dozen times on recruitment and held 22 trainings, as well as held an open session on DEI, initiated a broader discussion in the community and attempted to facilitate childcare investments due to the lack of childcare, and taken a deep dive on Kitsap's core economic challenges (not enough housing and not enough workers).

Councilmember Stern asked about workforce, and the presentation from WWU/OC, is there an opportunity there and if there is a niche. Morrison said getting a four-year degree in cybersecurity and a six-figure salary is a compelling statement and should be advertised heavily. If it can be scaled, that would be impressive. He feels the Navy is our economy's competitive advantage and something they can build from.

**j. Continued Questions/Concerns of the Council**

None.

**k. Future Agenda Items Discussion**

Councilmember McVey asked to add discussion about the decision to allow developers put apartments on the first floor of mixed-use buildings.

## 8. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert said for the health care study, he asked that they look at the services available for evaluating students for special need diagnosis, the doctors available to do that are extremely limited.

Mike Regis appreciated the Planning Department's extra effort to clarify something that did not look promising. He is glad it was corrected.

## 9. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord reminded everyone about the free concert this Saturday at 3pm and the P&R dance afterwards.

Councilmember Musgrove said April 15 is a mattress and Styrofoam collection event.

Councilmember McVey gave an update on the community book club, the Suquamish Tribe wishes to partner with us in that effort.

## 10. ADJOURNMENT

**Motion:** Move to adjourn at 7:48 p.m.,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk