

POULSBO CITY COUNCIL MEETING OF OCTOBER 14, 2020

MINUTES

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

Staff: Finance Director Booher, Parks & Recreation Director McCluskey, City Clerk Fernandez.

ABSENT: Councilmember McGinty

MAJOR BUSINESS ITEMS

- * * * Poulsbo Pump Track – Evergreen Mountain Bike Alliance MOU Extension
- * * * 2020 Revenue & Expenditure Review – Year-to-Date
- * * * Ordinance no. 2020-13, 3rd Quarter 2020 Budget Amendments
- * * * Set the Public Hearing for 2021-22 Final Budget

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** Lord, **Seconded by** Phillips.

Motion carried.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord said she is glad to be here and think they are all healthy, and hopes citizens are healthy too. We are entering the holiday season, which is weird to say with everything being virtual. On top of that they have many things on their plates as the City Council

Councilmember McVey announced the October 20th community panel discussion for diversity, equity, and inclusion. He encouraged everyone (community and councilmembers) to submit their questions by Monday.

Councilmember Musgrove announced the drive-thru flu shot clinic scheduled for Friday, October 16, noon to 6 p.m. It will be free to most people covered by insurance and there is funding for those who do not have insurance. He also reminded everyone the normal Halloween event downtown won't be happening this year. The streets won't be closed.

Councilmember Phillips encouraged everyone to register to vote. He congratulated Rotary on the great job doing the video for Morrow Manor and reminded everyone it is domestic violence awareness month. He welcomed the new Police Chief.

Councilmember Stern said the City Council workshop next Tuesday is at 6:30 p.m. and this harkens back over a year ago to have a series of community conversations after the shooting tragedy of last July 3, and the impact to the community. He acknowledged Councilmember Livdahl for starting it and Councilmember McVey and Housing, Health, and Human Services Director Hendrickson moving the event forward.

Mayor Erickson welcomed Chief Ron Harding to the Poulsbo Police Department and the City of Poulsbo. He comes from the City of Redmond Police Department with lots of experience. She is happy to have him here. Chief Harding said he appreciated the welcome. It has been a pleasure getting to know people in the department, community, and the Council. The tone is very different in Poulsbo; it is very friendly. He is thrilled to be here, he thanked them for the opportunity, and said we have a great department, and they are all going to work hard together.

a. Department Head Comments

Parks & Recreation Director McCluskey said the Poulsbo Fish Park construction project is halfway done and has been going well. She also said at the Community Service Committee they gave an update on the Poulsbo Event and Recreation Center project. Next week they will send an email with the fact sheet, branding, and roll out of the survey.

b. Roundabout Art

Mayor Erickson said there are six applications for the artwork to go in the roundabout. She needs three councilmembers to serve on a committee to award the artwork contract. Councilmembers Lord, Livdahl and Phillips will serve on the committee. Councilmember Stern asked about the concept of gateways. Mayor Erickson said there were some amazing responses, and the committee can look at that during the selection process. Councilmember McVey said he did not raise his hand because he knew two of the artists and asked if anyone else had the same conflict to recuse themselves. He hopes any artwork in the gateway to the city would be less ominous than Vikings with swords and shields and more welcoming.

c. CARES Funding – Small Business Grant

Finance Director Booher gave a presentation on the grant process. The due date was September 20, 2020, and they received 25 requests totaling \$394,000. A citizen committee meet and provided a recommendation on awards. The committee did not make any awards to applications received after the due date. She is reviewing the applications and receipts for completeness. KEDA has also been doing a grant process, and the City has been coordinating with KEDA to make sure awards are not being duplicated. Next steps include notifying applicants of the awards and then sending checks.

Department of Commerce is changing what is eligible. Law enforcement wages are now going to be covered and the time won't have to be substantiated.

Mayor Erickson said the City has a balance of \$84,500 of CARES funding and reviewed options for additional expenditures. Discussion was held on the different options. She will move forward with: HDPa marketing campaign, \$15,000; tablets for Staffordshire House, \$700; Martha & Mary childcare scholarships, \$40,000, and she will find out about purchasing PPEs and tents/heaters at next week's Business Recovery meeting.

d. Letter to Governor Inslee

Mayor Erickson shared a draft letter to Governor Inslee requesting permission for Poulsbo City Hall to open to the public in limited capacity, since we are still in Phase 2 of the reopening plan. The Council agreed with sending the letter.

5. CONSENT AGENDA

No consent agenda.

6. BUSINESS AGENDA

a. Poulsbo Pump Track – Evergreen Mountain Bike Alliance MOU Extension

Parks & Recreation Director McCluskey presented the agenda summary, noting in February 2015, the City selected the Evergreen Mountain Bike Alliance (EMBA) to build and manage the Poulsbo Pump Track at the city owned property that was previously known as the Little Valley Ballfield (20523 Little Valley Rd). Jon Phelps, West Chapter of EMBA, presented how well the past 5 years have gone for this community facility and the partnership. EMBA is seeking to extend the MOU for an additional five years.

Motion: Move to approve a five-year extension on the Memorandum of Understanding and Agreement for Construction, Maintenance and Operation of the Poulsbo Pump Track with Evergreen Mountain Bike Alliance and authorize the Mayor to sign the agreement through September 30, 2025.

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

Motion carried.

b. 2020 Revenue & Expenditure Review - Year-to-Date

Finance Director Booher gave a presentation of the Review of the 2020 Revenue Sources. Presentation highlights included:

- City's budgeted funds (General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Enterprise Funds)
- City's budgeted funds – operating revenue exclusive of beginning balance
- Review of 2020 operating revenue
 - 2020 general fund operating revenue budget as of 9/30/20 is \$12,232,909 2020 and the general fund actual operating revenues as of 9/30/20 are \$6,799,675 (56%)
 - General fund operating revenues budgets vs actual as of 9/30/20 (permits and services 56% and taxes 57.4%)
 - 2020 general fund revenue by type and by type of tax (budget v. actual)
 - Sales Tax Rate in Poulsbo
 - Current rate is 9%, the City receives 1%
 - 2020 Sales Tax by SIC Code
- City's Budgeted Funds – Expenditures (General Fund is 63%)
 - Review of 2020 Expenditures – 2020 General fund expenditure budget as of 9/30/2020 is \$13,854,578 and actual is \$8,754,633
 - City's budgeted funds review (budget v. actual)
 - 2020 General Fund Expenditures by type of service budget vs. actual (salaries and benefits are a huge piece)
- 3rd Quarter 2020 Financial Status Report, outlining revenues, expenditures, financial policy compliance, cash & investment balance, and capital project status year-to-date through September 30, 2020.

c. Ordinance No. 2020-13, 3rd Quarter 2020 Budget Amendments

Finance Director Booher presented the agenda summary, noting budget amendments for the 3rd quarter of 2020 were approved by Council during July,

August, and September. Exhibit A includes these amendments and summarizes the revised budget by fund.

At 8:36 p.m., Mayor Erickson asked for public comment. No comments were received.

Motion: Move to adopt Ordinance 2020-13, an ordinance for the City of Poulsbo, Washington, amending the 2019-2020 Biennial Budget adopted by Ordinance No. 2018-27 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

d. Set the Public Hearing for 2021-22 Final Budget

Finance Director Booher presented the agenda summary, noting per RCW 35.34.100, the City of Poulsbo is required to hold a Public Hearing on the 2021-2022 Budget. This Public Hearing will take place on November 4, 2020.

Motion: Move to set a Public Hearing for November 4, 2020 at 7:15 p.m. to allow the public time to address the Council regarding the 2021-2022 Budget.

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

7. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported they discussed two agreements with WSDOT regarding Johnson Parkway (one is a maintenance agreement and the other is for construction administration); PSE Transportation Improvement Board Grant to replace old high pressured sodium street lights with LEDS; update on the FEMA BRIC grant applications (3 pre-apps submitted to FEMA, and all three pre-apps were approved to become candidates for formal applications); presentation for casual labor as a new program request in Engineering (3.5 vacant positions in the department); interruptions to traffic flow at Johnson & SR-305 to be done at night (press releases and advance notice will be given), and another closure for equipment staging.

Community Services Committee: Councilmember Phillips reported they received a Poulsbo Event & Recreation Center update (community outreach being developed as well as a website and a new logo); and a Parks & Rec update (doing new story walks which will rotate between parks; Chamber is doing a Trick or Treat drive-thru; Fish Park update; Play for all has been suspended until 2022; November 7 is Daffodil Day).

8. BOARD/COMMISSION REPORTS

Councilmember Lord reported on the HDP Board meeting: the annual trick or treating event has been cancelled, but businesses are still open and welcome everyone to still come and visit them; downtown business group is working with the Sons of Norway who is promoting Poulsbo as a wedding destination town (they will have an open house, November 15, 1-4 p.m., registration is required); the Port of Poulsbo boater bags are being resumed; they had a strategic planning committee meeting, and they discussed the significant cost of sanitary cleaning products to keep their customers safe (also hoping the City would lobby Olympia about price gouging); they need to launch their fall and winter marketing (campaign is to focus on what is open and what the rules are); plans are underway for the holidays (lights and Santa house will be put up on November 15); they would like the City's help on helping to solve the parking bottle neck on Front Street (they want 1-hour parking and two 15-minute spots for curbside pickup, and they want enforcement) and signage to direct people to outlying parking areas.

Councilmember McVey recommended referring the parking request to the Public Works Committee. Mayor Erickson said it could be talked about in committee, but the issue is enforcement.

Councilmember Stern noted he is serving on the Peninsula Regional Transportation Planning Organization, which is similar to PSRC. They will be meeting on Friday.

9. CONTINUED COMMENTS FROM CITIZENS

David Hudson thanked the Council. He said there are people that care.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl thanked Mr. Hudson.

Councilmember Lord thanked Mr. Hudson and reminded everyone to turn in their questions for the Tuesday panel discussion.

Councilmember Musgrove thanked Mr. Hudson for the positive comment. It is appreciated. He looks forward to seeing people at the drive-thru flu clinic. He asked everyone to look out for trick or treaters on Halloween.

Councilmember Phillips asked everyone to help their neighbors who cannot get to their yardwork as the leaves start falling.

Councilmember Stern reminded everyone about the community panel discussion on diversity, equity and inclusion on October 20, 2020 at 6:30 p.m. He asked the City Clerk

how to get the invite. City Clerk Fernandez said the meeting details and how to join online or how to call in are on the agenda and press release, both of which are on the City's website homepage. They can also watch the meeting live on the City's website. Comments must be emailed to cityclerks@cityofpoulsbo.com by 10:00 a.m. Monday, October 19, 2020.

11. ADJOURNMENT

Motion: Move to adjourn at 9:08 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk